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ABSTRACT

This document focuses on libraries seeking and hiring professionals without the traditional Masters of Library Science (M.L.S.) degree but with specialized training and education in other areas. A survey was conducted in 1994, and 95 (80%) of the 119 ARL members responded. The SPEC flyer is a two-page summary of the survey and its followup examining the extent to which ARL libraries hire applicants with no M.L.S. degrees into professional positions and in what areas of specialization. The SPEC Kit contains survey results, including data on what actually constitutes a professional library position, what might be considered acceptable substitute credentials and experience for such positions in lieu of an M.L.S., and percentages of job searches filled at each university by non-M.L.S. applicants. It also provides position descriptions for those departments or specializations in which non-M.L.S. professionals are sometimes hired: (1) archives; (2) business operations; (3) human resources; (4) preservation; (5) reference/information services; (6) special collections; (7) systems; (8) technical services; and (9) other, especially public relations and development. A selected reading list contains 23 sources. (BEW)

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ED 390 395

SPEC

SYSTEMS AND PROCEDURES EXCHANGE CENTER

Kit 212

Non-Librarian Professionals
December 1995

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SPEC

SYSTEMS AND PROCEDURES EXCHANGE CENTER

Flyer 212

Non-Librarian Professionals
December 1995

INTRODUCTION

With increasing frequency, professional position announcements make reference to educational and experiential requirements that are broader than, or in lieu of, the traditional M.L.S./library experience qualification. In the not-too-distant past, librarians were "forced" to assume professional roles beyond the immediate scope of librarianship (e.g., personnel officer, systems analyst, facilities administrator, fund-raiser), but it now seems that library administrators are willing to seek and hire individuals with such specialized training and experience from within their respective professions or fields.

Further, a segment of the professional literature during the last decade or so, has vociferously argued in favor of moving beyond the standard M.L.S. pool of applicants and considering equally, if not giving preference to, candidates for librarian positions who possess other requisite educational qualifications and experience. Invariably, the main argument has revolved around the notion that to take full advantage of the opportunities presented by informational technologies, libraries need an infusion of diversified talent and a greater breadth of perspective than what the traditionally trained and oriented librarian brings.

In the spring of 1994, a survey was conducted to determine the extent to which ARL member institutions hire non-M.L.S. degreed applicants into professional positions. A follow-up survey of those institutions which reported hiring such persons into professional positions was conducted in summer 1995. Of the 119 ARL members, 95 (80%) responded.

SURVEY RESULTS

The survey sought to ascertain whether ARL libraries consider applicants without the M.L.S. degree for professional positions and, if so, into what types of positions such individuals are hired. Libraries that answered affirmatively were also asked to indicate: (a) the level of education and/or experience that would be considered in lieu of the M.L.S. degree; (b) the number of professional job searches conducted in the preceding three years; and (c) the number of searches which resulted in the hiring of a non-M.L.S. professional.

Although the survey instrument addressed these questions in a straightforward manner, the analysis of the results was complicated by two closely related issues: 1) what exactly is a professional position in an ARL library; and 2) are these positions first and foremost librarian positions to which additional (administrative or specialized) responsibilities are added, or are there in ARL libraries non-librarian professional positions for which there are separate formal education and requisite experience requirements.

The extent of hiring non-M.L.S. professionals, and in what areas. Of the 95 respondents, 56 (59%) libraries reported that they are willing to consider applicants without the M.L.S. degree for professional positions and further indicated the types of positions for which they would be considered by indicating one or more of the following categories: systems (73%); administration (64%); archives (56%); special collections (44%); preservation (35%); access services (20%); collection development (20%); cataloging (16%); reference (13%); and acquisitions (13%). Thirty-one percent of the respondents also checked "other," and specified a variety of positions: fee-based services, human resources, facilities management, business operations, media center services, and development.

During the three years (1991/92-1993/94) preceding the survey, more than 750 professional job searches were conducted by this group of 56 libraries. Of this same group, 36 (65%) libraries reported having filled 110 positions with non-M.L.S. professionals. In a follow-up survey to match actual hires with the type of position for which they were selected, 17 libraries reported hiring non-M.L.S. professionals for the following types of positions: administration (8); systems (7); archives (5); preservation (3); other (3); cataloging (2); acquisitions (2); and access services (1). Included in the "other" category were two development-related positions and a media services position. Although the response to the follow-up survey was limited, it does indicate that the pattern of actual hires closely matches the job categories into which this group of institutions reported being willing to hire.

Acceptable substitute credentials and experience. Respondents were asked to indicate the level of education or experience that would be considered in lieu of the M.L.S. degree. Of the 56 libraries willing to consider non-M.L.S. professionals, the following combinations of education and

experience was considered acceptable: a combination of a master's degree in a subject area relevant to the responsibilities of the position, a Ph.D. in a relevant subject area, or prior experience in a professional capacity (26 libraries); a master's degree or a Ph.D. (11 libraries); a master's degree or work experience (8 libraries). Although a bachelor's degree was not listed as a an option in the survey, it was mentioned by several respondents as a sufficient qualification for selected positions.

ARL libraries that do not hire non-M.L.S. professionals. Thirty-nine (41%) of the responding libraries reported that they do not hire into professional positions persons who do not possess the M.L.S. degree. From their comments, however, several definitional issues emerge. Some libraries indicated that they do in fact hire persons without the M.L.S. degree for positions that, in other institutions, are considered "professional" positions. One library noted that, "for the purpose of ARL statistics, the library does not count individuals without the M.L.S. degree as professional employees, and does not hire non-M.L.S. staff for professional positions ... although we do have ... staff without the M.L.S. degree who are considered to be professional employees." Although no definition of "professional position" was provided, it appears that most libraries responded to this question according to their practice in completing other ARL questionnaires, such as the annual ARL Salary Survey.

It is worthwhile to note that the current ARL Salary Survey general instructions state: "Since the criteria for determining professional status vary among libraries ... each library should report the salaries of those staff members it considers professionals, ... including, when appropriate, staff who are not librarians in the strict sense of the term, such as computer experts, systems analysts, budget officers, etc."

Issues & Trends

The question of non-M.L.S. professionals in research libraries is multifaceted and encompasses a set of related, but distinct, developments, some of which have arisen within librarianship and some of which have occurred in response to pressures from outside the profession. From the very beginning, there have been those who challenge the notion of librarianship as a profession. This debate seems to resurface every time a "non-librarian" is appointed to head a major library.

There has always been a readiness within the library to recognize that certain functions require specialized education or training for which the M.L.S. is not adequate preparation. This issue is brought clearly into focus by those who point out that the same degree that is required for entry to the profession is deemed, by the American Library Association at least, to be a terminal degree. There is no question, however, that increasingly libraries need professionals who possess additional, more advanced educational qualifications and/or specialized training and experience. This is driven by changes in library organizations, but it is also due in part to the rising credentialing spiral brought about by the expansion of graduate education and attendant specialization in academia.

As a result of information technology developments and adaptations, much of the work performed by librarians a short generation ago is now handled by support staff. At the same time, technology has created a point-of-entry for a sizable group of non-M.L.S. professionals working in systems and related areas. Library professionals—be they librarians or not—have a new set of functions and challenges to attend to, and these increasingly fall in the realm of management and administration.

As librarianship continues to debate the scope and content of its knowledge base and attendant educational requirements, librarians are left to promote, if not protect, their profession with a less than clearly articulated sense of what constitutes librarianship as a distinct profession. Because the core of the profession is not adequately defined, its boundaries are continually subject to adjustments based on the developments occurring in related, cognate fields. For university libraries, developments in the larger institution, as well as the broader higher education environment influence current and future directions.

Conclusion

Clearly, there are many people working as professionals in research libraries today who are not librarians. The same holds true for hospitals where not all professionals are physicians, law firms where not all professionals are lawyers and, even, colleges and universities where not all professionals are faculty. Like all other modern organizations, libraries require the services of a variety of people with specialized knowledge and training to function effectively and efficiently. What is important is not that libraries need other professionals, but rather how these positions are defined and their incumbents identified, recruited and, once hired, oriented to the nature of their responsibilities in a research library.

Beyond these observations, the authors find no conclusive evidence that ARL libraries are moving toward the appointment of individuals who lack formal library education into librarian positions. There is a wide gap between an expressed willingness to consider such individuals and actually making these appointments in any significant numbers. The data obtained for this SPEC Kit does not portray a shift in the customary requirements and hiring practices for librarian-defined positions. Further study might examine those individuals who obtained librarian positions without the customary credential to identify the institutional parameters that led to their appointment over others with an M.L.S. degree.

This Kit and Flyer were compiled by John G. Zenelis and Jean M. Dorrian, Temple University and were prepared as part of the OMS Collaborative Research/Writing Program. Initial survey construction and tabulation were performed by Bradley Westbrook, University of California, San Diego.

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SYSTEMS AND PROCEDURES EXCHANGE CENTER

Non-Librarian Professionals

A SPEC Kit compiled by

John G. Zenelis
&
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Initial survey construction and tabulation performed by
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University of California, San Diego

December 1995

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Systems and Procedures Exchange Center: Supporting Effective Library Management for Over Twenty Years

This year marks the 25th anniversary of the establishment of the ARL Office of Management Services. Committed to assisting research and academic libraries in the continuous improvement of management systems, OMS has worked with its constituents since 1970 to seek the best practices for meeting the needs of users. The OMS Information Services Program maintains an active publications program best known for its Systems and Procedures Exchange Center (SPEC) Kits. Through the OMS Collaborative Research/Writing Program, librarians work with OMS staff in joint research and writing projects. Participants and staff work together in survey design, writing, and editing publications that provide valuable insights and management perspectives on emerging trends, issues, and concerns of the academic and research library community. Originally established as an information source for ARL member libraries, the SPEC program has grown to serve the needs of the library community world-wide.

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SPEC Kits and Flyers can be ordered directly from the ARL Office of Management Services or through your library vendor or subscription agent. For more information contact the ARL Publications Department at (202) 296-8656, or fax (202) 872-0884. Information on this and other OMS products and services can be found on the ARL Gopher (gopher://arl.cni.org) and World Wide Web (http://arl.cni.org).

SPEC

SYSTEMS AND PROCEDURES EXCHANGE CENTER

Kit 212

Non-Librarian Professionals
December 1995

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SYSTEMS AND PROCEDURES EXCHANGE CENTER

SURVEY RESULTS

ASSOCIATION OF RESEARCH LIBRARIES
OFFICE OF MANAGEMENT SERVICES

TO: SPEC Liaisons

FROM: C. Brigid Welch, Program Consultant, ARL Office of Management Services
Bradley D. Westbrook, University of California, San Diego

DATE: 11 March 1994

SUBJ: SPEC Survey and Call for Documents on Non-MLS Professionals in Libraries

This SPEC survey seeks information on current hiring by ARL libraries for professional positions of individuals without the M.L.S. degree. A SPEC kit with selected documents and a flyer summarizing and analyzing survey responses will be published later in 1994.

Whenever appropriate, please provide job descriptions, advertisements, or other examples of the kind of language your library uses in a job description to indicate to prospective applicants that other academic degrees and/or professional experience may be substituted for the M.L.S. degree.

Please return this survey and relevant materials to Bradley D. Westbrook, Mandeville Department of Special Collections 0175S, University Library University of California, San Diego
La Jolla, CA 92093 by **11 April 1994**. If you have questions, please contact Brad via email (bwestbrook@ucsd.edu) or by phone (619-534-6766). Thank you for your assistance.

21 Dupont Circle, Washington, D.C. 20036
202 296 8656 FAX 202 872 0884

ASSOCIATION OF RESEARCH LIBRARIES
OFFICE OF MANAGEMENT SERVICES

SPEC SURVEY: NON-LIBRARIAN PROFESSIONALS IN ARL LIBRARIES

Of the 119 ARL institutions polled, 92 (77%), responded to the following:

1. Does your university library hire persons without the MLS degree into professional positions?

   53 Yes 39 No

   [If you answered no, please stop here and return the questionnaire.]

2. In which of the following areas will you university hire professionals without the M.L.S. degree?

   40 Systems
   35 Administration
   27 Archives
   23 Special collections
   19 Preservation
   11 Access services
   11 Collection Development
   9 Cataloging
   8 Reference Services
   7 Acquisitions

   Other: 5 Media
   4 Human resources
   3 Development
   2 Facilities
   1 Instructional design
   1 Training

3. Which of the following will your university accept in place of the M.L.S. degree? Please check all that apply.

   46 A master's degree in a subject area relevant to the responsibilities of the position
   33 A Ph.D. in a subject area relevant to the responsibilities of the position
   33 A number of years already worked in a professional capacity

4. a) Number of professional job searches your library has conducted in the last three years:

   49 institutions conducted 729 searches

   b) Number of those positions filled by persons without the M.L.S. degree:

   36 institutions hired 108 persons into professional positions without the M.L.S. degree.

   15 percent of jobs posted were awarded to non-M.L.S. professionals

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TABULATION ACCORDING TO TOTAL NUMBER OF VOLUMES IN LIBRARY BY QUARTILE

Distribution of Respondents by Quartile:

First (20) Second (20) Third (24) Fourth (22) Not Ranked (6)

QUERY	QUARTILE				
	1	2	3	4	Not Ranked
Hire non-MLS	14	10	15	8	6
Do not hire non-MLS	6	10	9	14	0
Access Services	2	2	4	0	3
Acquisitions	2	2	2	0	1
Administration	10	7	8	4	5
Preservation / Conservation	5	4	4	1	5
Reference Services	1	3	2	0	2
Special Collections	9	2	5	2	4
Systems	11	8	9	7	5
Cataloging	3	2	2	0	2
Collection Development	5	3	2	0	1
Archives	8	8	7	3	1
Substitute Masters degree	13	10	11	6	6
Substitute Ph.D.	10	7	6	5	5
Substitute experience	9	6	8	5	5
# of searches in last 3 years	275	128	162	74	90
# filled by persons without MLS	28	24	26	5	25
% filled by non-MLS applicants	10	19	16	7	28

All quartile rankings are taken from the ARL Statistics for 1992-1993.

TABULATION ACCORDING TO MATERIAL EXPENDITURES IN LIBRARY BY QUARTILE

Distribution of Respondents by Quartile:

First (20) Second (23) Third (23) Fourth (20) Not Ranked (6)

QUERY	QUARTILE				
	1	2	3	4	Not Ranked
Hire non-MLS	14	14	11	8	6
Do not hire non-MLS	6	9	12	12	0
Access Services	3	2	0	3	3
Acquisitions	2	3	0	1	1
Administration	10	7	7	5	5
Preservation / Conservation	5	5	3	1	5
Reference Services	1	3	1	1	2
Special Collections	8	6	3	1	4
Systems	10	14	7	4	5
Cataloging	3	2	1	1	2
Collection Development	4	4	2	0	1
Archives	9	9	4	4	1
Substitute Masters degree	13	13	8	6	6
Substitute Ph.D.	10	9	6	3	5
Substitute experience	10	8	5	5	5
# of searches in last 3 years	261	190	137	51	90
# filled by persons without MLS	28	31	18	6	25
% filled by non-MLS applicants	11	16	13	12	28

TABULATION ACCORDING TO SALARIES AND WAGES EXPENDITURES IN LIBRARY BY QUARTILE

Distribution of Respondents by Quartile:

First (22) Second (23) Third (18) Fourth (23) Not Ranked (6)

QUERY	QUARTILE				
	1	2	3	4	Not Ranked
Hire non-MLS	15	12	8	12	6
Do not hire non-MLS	7	11	10	11	0
Access Services	3	3	1	1	3
Acquisitions	3	3	0	0	1
Administration	10	7	5	7	5
Preservation / Conservation	5	4	3	2	5
Reference Services	3	3	0	0	2
Special Collections	9	3	4	2	4
Systems	11	11	6	7	5
Cataloging	4	2	0	1	2
Collection Development	6	2	2	0	1
Archives	10	7	5	4	1
Substitute Masters degree	14	11	6	9	6
Substitute Ph.D.	12	6	3	7	5
Substitute experience	10	8	3	7	5
# of searches in last 3 years	258	199	79	103	90
# filled by persons without MLS	26	32	11	14	25
% filled by non MLS applicants	10	16	14	14	28

TABULATION ACCORDING TO NUMBER OF PROFESSIONAL STAFF (FTE) IN LIBRARY BY QUARTILE

Distribution of Respondents by Quartile:

First (21) Second (22) Third (21) Fourth (22) Not Ranked (6)

QUERY	QUARTILE				
	1	2	3	4	Not Ranked
Hire non-MLS	16	11	11	9	6
Do not hire non-MLS	5	11	10	13	0
Access Services	3	2	2	1	3
Acquisitions	4	1	1	0	1
Administration	11	6	7	5	5
Preservation / Conservation	7	4	2	1	5
Reference Services	2	3	1	0	2
Special Collections	9	5	3	1	4
Systems	12	10	7	6	5
Cataloging	4	1	2	0	2
Collection Development	5	4	1	0	1
Archives	9	10	6	1	1
Substitute Masters degree	15	11	8	6	6
Substitute Ph.D.	12	7	4	5	5
Substitute experience	12	5	6	5	5
# of searches in last 3 years	297	164	107	71	90
# filled by persons without MLS	30	27	20	6	25
% filled by non-MLS applicants	9	16	19	8	28

TABULATION ACCORDING TO NUMBER OF TOTAL STAFF (FTE) IN LIBRARY BY QUARTILE

Distribution of Respondents by Quartile:

First (22) Second (22) Third (22) Fourth (20) Not Ranked (6)

QUERY	QUARTILE				
	1	2	3	4	Not Ranked
Hire non-MLS	16	13	11	7	6
Do not hire non-MLS	6	9	11	13	0
Access Services	3	2	2	1	3
Acquisitions	4	1	1	0	1
Administration	11	6	9	3	5
Preservation / Conservation	6	4	3	1	5
Reference Services	3	1	2	0	2
Special Collections	9	5	3	1	4
Systems	12	12	6	5	5
Cataloging	4	1	2	0	2
Collection Development	6	1	3	0	1
Archives	10	9	5	2	1
Substitute Masters degree	15	10	9	6	6
Substitute Ph.D.	13	5	5	5	5
Substitute experience	11	7	6	4	5
# of searches in last 3 years	275	183	135	46	90
# filled by persons without MLS	27	32	20	4	25
% filled by non-MLS applicants	10	17	15	9	28

TABULATION ACCORDING TO TYPE OF LIBRARY

Distribution of Respondents by Type:

Public Univ. (53) Private Univ. (22) Nonuniv. (6) Canadian Univ. (11)

QUERY	TYPE			
	Public U.	Private U.	Non U.	Can. U.
Hire non-MLS	27	15	6	5
Do not hire non-MLS	26	7	0	6
Access Services	11	2	3	2
Acquisitions	7	1	1	1
Administration	34	8	5	3
Preservation / Conservation	19	8	5	0
Reference Services	8	1	2	2
Special Collections	22	9	4	0
Systems	40	14	5	5
Cataloging	9	2	2	1
Collection Development	11	4	1	1
Archives	27	11	1	3
Substitute Masters degree	46	15	6	3
Substitute Ph.D.	33	11	5	1
Substitute experience	33	10	5	3
# of searches in last 3 years	729	250	90	38
# filled by persons without MLS	108	28	25	6
% filled by non-MLS applicants	15	11	28	16

TABULATION ACCORDING TO FACULTY STATUS FOR LIBRARIANS

Librarians have faculty status at 46 of the 92 institutions responding to the survey.

QUERY	Have Faculty Status	Without Faculty Status.
Hire non-MLS	21	32
Do not hire non-MLS	25	14
Access Services	4	7
Acquisitions	3	4
Administration	13	21
Preservation / Conservation	5	14
Reference Services	3	5
Special Collections	7	15
Systems	13	27
Cataloging	2	7
Collection Development	2	9
Archives	9	18
Substitute Masters degree	17	29
Substitute Ph.D.	11	22
Substitute experience	14	19
# of searches in last 3 years	246	483
# filled by persons without MLS	34	74
% filled by non-MLS applicants	14	15

TABULATION ACCORDING TO PROXIMITY TO A LIBRARY SCHOOL

68 of the 92 responding institutions reported being with 100 miles of a library school that grants an ALA-accredited M.L.S. degree.

QUERY	Within 100 Miles of a Library School	Beyond 100 Miles of a Library School
Hire non-MLS	41	12
Do not hire non-MLS	27	12
Access Services	10	1
Acquisitions	5	2
Administration	28	6
Preservation / Conservation	15	4
Reference Services	7	1
Special Collections	18	4
Systems	31	9
Cataloging	8	1
Collection Development	9	2
Archives	23	4
Substitute Masters degree	38	8
Substitute Ph.D.	26	7
Substitute experience	25	8
# of searches in last 3 years	635	94
# filled by persons without MLS	93	15
% filled by non-MLS applicants	15	16

ASSOCIATION OF RESEARCH LIBRARIES

OFFICE OF MANAGEMENT SERVICES

TO: SPEC Liaisons

FROM: Laura Rounds, OMS Program Officer for Informatin Services
John Zenelis, Deputy University Librarian, Temple University
Jean Dorrian, Assistant to the University Librarian,Temple University

RE: Follow-up SPEC Survey and Call for Documentation on Non-Librarian Professionals

DATE: August 3, 1995

You are receiving this follow-up questionnaire because Question 4b. of the ARL SPEC Survey on Non-MLS Professionals in ARL Libraries (dated April 11, 1994) indicated that, in the last three years, your institution had filled a certain number of professional position(s) with persons not having an MLS degree. It would greatly help our analysis of the survey results to know the type of position for which each non-MLS professional had been selected.

Please return this survey by email to Jean Dorrian at jdorrian@astro.ocis.temple.edu no later than August 17, 1995

Please indicate, for each of the positions included in your answer to Question 4b., the type of position that was filled:

___ Access Services (i.e., Circulation, ILL)
___ Acquisitions
___ Administration
___ Preservation/Conservation
___ Reference Services
___ Special Collections
___ Systems
___ Cataloging
___ Collection Development
___ Archives
___ Other (please specify: _____)

Because in certain cases the survey respondent is not the SPEC Liaison, attached below is a list by institution of the respondent's name and the answer they indicated for question 4b. Please forward this follow-up survey to the corresponding person indicated. Thank you.

Institution	Respondent Name	4b.
Univ. of Alabama	Voni Wyatt	1
Boston Public	John T. Barrett	1
Brown	Gloria H. Reynolds	1
Cal., Riverside	John W. Tanno	1
Cal., San Diego	Jacqueline Hanson	4

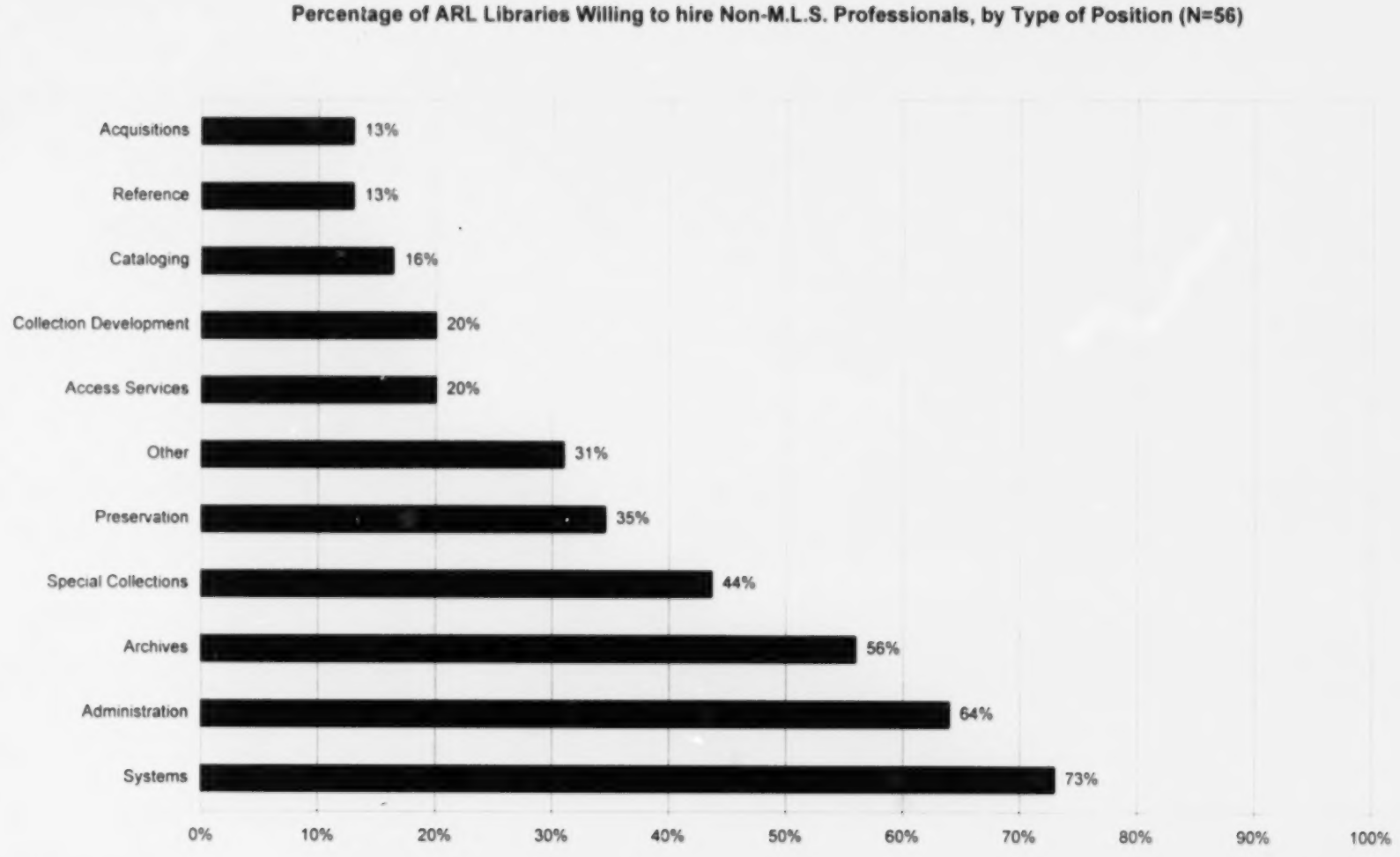
21 Dupont Circle, Washington, DC 20036
202 296 8656 FAX 202 872 0884

CRL	Lyn Whittington	3
Cornell	Ann Dyckman	4
Florida	Mari E. Marsh	1
Delaware	Maidel Cason	1
Illinois-Chicago	John W. Berry	1
Iowa	Barbara Dewey	1
Johns Hopkins	Carolyn Gaskins	6
Laval	Philippe Houyoux	1
Lousiana State	Stanley Wilder	1
Maryland	Ray Foster	5
Minnesota	Linda DeBeau-Melting	1
Missouri	Bob Almony	4
Nat. Agricult. Lib.	Shirley J. Edwards	20
North Carolina	Barbara DeLon	1
Northwestern	Peter Devlin	3
Ohio State	Sharon Sullivan	1
Oregon	Deborah Carver	2
Pennsylvania	John Keane	3
Princeton	Nancy Klath	7
Purdue	Emily Mobley	6
Smithsonian	Mary Thomas	1
SUNY Buffalo	Kenneth Hood	8
Tennessee	Paula Kaufman	3
Texas	Peggy Mueller	1
Toronto	Lisa Raffis	2
Tulane	Cecilia Stafford	1
Utah	Kristeen Arnold	1
Virginia	Gail Oltmanns	3
Virginia Tech.	Donald Kenney	2
Washington, St. Louis	Virginia Tolliver	3
Wisconsin	Sundra Guthrie	1
Yale	Christine Pedevillano	1
York	R. Rugelis	3

Non-M.L.S. Professionals in ARL Libraries
Responses to the Spec Kit Survey of Spring 1994

		Question #2												Question #3			Question #4		
	NAME	accs	acq	admn	prsv	ref	spec	sys	cat	coll	arch	oth	M.S.	Ph.D.	Exp.	#srchs	# non-MLS hires	willing to, and did, hire non-MLS
1	ALABAMA			1		1		1				1		1	1	0	18	0	0
2	BOSTON PUBLIC			1		1		1	1					1	1	1	u/a	1	1
3	BRIGHAM YOUNG					1		1	1			1		1	1	1	6	0	0
4	BRITISH COLUMBIA						1		1		1	1		1	1	0	10	0	0
5	BROWN			1		1			1		1	1		1	1	0	14	1	1
6	CALIFORNIA, LOS ANGELES		1	1	1				1	1	1			1	1	1	19	0	0
7	CALIFORNIA, RIVERSIDE				1				1			1		1	1	1	6	1	1
8	CALIFORNIA, SAN DIEGO		1	1	1	1	1	1	1	1	1	1	1	1	1	1	4	4	1
9	CINCINNATI								1					0	0	0	u/a	0	0
10	CENTER FOR RSCH LIBS		1	1	1	1		1	1	1	1	1		1	1	1	14	3	1
11	CORNELL				1	1		1	1			1		1	1	0	34	4	1
12	DARTMOUTH								1					1	1	0	9	0	0
13	DELAWARE				1									0	0	0	15	1	1
14	EMORY				1	1		1	1		1	1	1	1	1	1	11	0	0
15	FLORIDA			1	1	1			1				1	1	1	1	17	1	1
16	GEORGETOWN							1	1			1	1	1	1	1	7	0	0
17	GUELPH		1		1				1					0	0	1	0	0	0
18	HARVARD		1	1	1	1	1	1	1	1	1	1	1	1	1	1	u/a	u/a	0
19	ILLINOIS, CHICAGO				1				1					1	1	1	20	1	1
20	IOWA								1			1		1	1	0	3	1	1
21	JOHNS HOPKINS		1		1	1			1			1		1	0	1	17	6	1
22	KENT STATE		1											1	0	0	3	0	0
23	LAVAL								1					1	1	1	4	1	1
24	LINDA HALL		1				1							1	1	1	3	0	0
25	LOUISIANA STATE							1				1		1	1	0	15	1	1
26	MARYLAND								1			1		1	0	0	45	5	1
27	MINNESOTA												1	0	0	1	14	1	1
28	MISSOURI				1				1	1		1		1	1	1	4	4	1
29	NAL		1		1	1	1	1	1	1			1	1	1	1	43	20	1
30	NEW YORK PUBLIC				1	1		1	1					1	0	0	u/a	u/a	0
31	NEW YORK UNIVERSITY											1		1	1	1	15	0	0
32	NORTH CAROLINA							1					1	1	1	1	15	0	0
33	NORTH CAROLINA STATE				1				1					0	0	0	16	0	0
34	NORTHWESTERN					1			1			1	1	1	0	1	32	3	1
35	OHIO STATE				1			1				1		1	1	1	8	2	1
36	OREGON				1	1		1					1	1	1	1	12	2	1
37	PENNSYLVANIA				1			1	1					1	1	1	18	3	1
38	PRINCETON					1		1	1	1	1	1		1	1	1	31	7	1
39	PURDUE				1			1	1					1	0	0	24	6	1
40	RICE								1				1	1	0	1	5	0	0
41	SMITHSONIAN				1	1			1					1	1	1	20	2	1
42	SOUTHERN ILLINOIS												1	1	1	0	6	0	0
43	SUNY-BUFFALO		1	1	1	1		1	1	1		1		1	0	1	14	8	1
44	TEMPLE				1				1			1	1	1		1	14	0	0
45	TENNESSEE											1	1	1	0	1	10	3	1
46	TEXAS				1	1		1	1		1			1	1	0	17	1	1
47	TORONTO				1				1			1		1	0	1	21	2	1
48	TULANE							1				1		1	1	1	6	1	1
49	UTAH				1							1		0	0	1	10	1	1
50	VIRGINIA				1			1	1		1	1	1	1	1	0	14	3	1
51	VPI & SU								1				1	1	1	1	u/a	2	1
52	WASHINGTON U.-ST. LOUIS				1			1	1			1		1	0	0	11	3	1
53	WAYNE STATE				1		1				1		1	1	1	1	23	0	0
54	WISCONSIN				1							1		1	0	0	12	1	1
55	YALE				1			1	1			1		1	1	0	40	1	1
56	YORK		1	1	1		1		1	1		1		1	0	1	3	3	1
	Totals		11	7	35	19	7	24	40	9	11	31	17	50	36	36	752	110	36
	% of # of respondents		20%	13%	64%	35%	13%	44%	73%	16%	20%	56%	31%	91%	65%	65%			65%

23 BEST COPY AVAILABLE


Percentage of ARL Libraries Willing to hire Non-M.L.S. Professionals, by Type of Position (N=56)
Acquisitions
13%
Reference
13%
Cataloging
16%
Collection Development
20%
Access Services
20%
Other
31%
Preservation
35%
Special Collections
44%
Archives
56%
Administration
64%
Systems
73%
0%
10%
20%
30%
40%
50%
60%
70%
80%
90%
100%

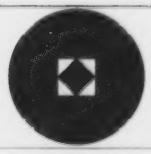
Responding Institutions

University of Alabama
Edmonton Alberta
Auburn University
Boston University
Boston Public Library
Brigham Young University
University of British Columbia
Brown University
University of California, Davis
University of California, Irvine,
University of California, Los Angeles
University of California, Riverside
University of California, San Diego
Center for Research Libraries
University of Chicago
University of Cincinnati
University of Colorado
Colorado State University
Cornell University
Dartmouth College
University of Delaware
Emory University
University of Florida
Florida State University
Georgetown University
Georgia Institute of Technology
University of Guelph
Harvard University
University of Hawaii
University of Houston
Howard University
University of Illinois at Chicago
University of Illinois at Urbana
University of Iowa
Iowa State University
Johns Hopkins University
University of Kansas Libraries
Kent State University Libraries
University of Kentucky Libraries
Laval University Library
Linda Hall Library
Louisiana State University
McGill University
University of Manitoba
University of Maryland
Massachusetts Institute of Technology
University of Miami
University of Michigan
Michigan State University
University of Minnesota
University of Missouri
National Agricultural Library
University of Nebraska-Lincoln
University of New Mexico
New York University
New York Public Library
University of North Carolina
North Carolina State University
Northwestern University
University of Notre Dame
Ohio State University
University of Oklahoma
Oklahoma State University
University of Oregon
University of Pennsylvania
Pennsylvania State University
University of Pittsburgh
Princeton University
Purdue University
Queen's University
Rice University
Rutgers University
University of Saskatchewan
Smithsonian Institution
University of South Carolina
Southern Illinois University
State University of New York at Albany
State University of New York at Buffalo
Syracuse University
University of Tennessee
University of Texas
Texas A&M University
University of Toronto
Tulane University
University of Utah
University of Virginia
Virginia Polytechnic Institute & State University
University of Washington
Washington University
University of Waterloo
Wayne State University
University of Western Ontario
University of Wisconsin
Yale University
York University

SYSTEMS AND PROCEDURES EXCHANGE CENTER

POSITION DESCRIPTIONS: ARCHIVES

ASSOCIATION OF RESEARCH LIBRARIES



OFFICE OF MANAGEMENT SERVICES

University of Alabama

POSITION VACANCY

TITLE: Technical Archivist

RESPONSIBILITIES: To provide technical expertise in the arrangement, description and preservation of manuscripts, university archives, maps, photographs and book collections in a large and growing Special Collections department; assist with reference activities and collection development; and direct microfilming activities of the department. Assist with supervision of interns and student assistants.

QUALIFICATIONS: **Required:** An MLS from a program accredited by ALA with appropriate training and experience in manuscripts/archival management; or an MA in History, American Studies preferably with a specialization in Southern History. Familiarity with all facets of preservation, manuscripts arrangement and description with knowledge of AACR2 and OCLC-MARC system, and AMC format. Good interpersonal skills with ability to communicate with the public and donors; evidence of excellent verbal and written communication skills, organizational ability, initiative and flexibility. Working knowledge of historical research sources, methods, technicques and experience with standard bibliographic tools in the humanities and social sciences.

Desired: Knowledge of Alabama and Southern history; familiarity with microcomputer applications in an archival setting; a minimum of three years experience in a special collections library or archival repository.

SALARY/BENEFITS: Strong benefits, tenure earning track, Instructor rank. Salary minimum $21,500.

TO APPLY: Send letter of application, resume and names and addresses of three references to:

Yvonne Mixon
Technical Archivist Search
The University of Alabama Libraries
P. O. Box 870266
Tuscaloosa, AL 35487-0266

by the application deadline June 1, 1991

THE UNIVERSITY OF ALABAMA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

ARCHIVIST FOR THE CHRISTINE DUNLAP FARNHAM

ARCHIVES, Brown University. Temporary position: full-time for 12 months or part-time for 15-18 months. Responsible for implementing collection development policies, acquiring and preserving documents relating to the history of women at Brown University, of Brown alumnae, and of women in Rhode Island. Emphasis will be given to processing manuscript/archival material. Requirements: Graduate work in a field of the humanities, with work or publications in women's history; experience or training in archival management; knowledge of computers. An MLS degree from an ALA accredited library school is desired. Appointment range: $25,300-27,425 based upon experience. Interested candidates should send letter of application, resume and names of three references by June 1, 1991, to Patti Andrade, Dept. of Human Resources, Brown University, Providence, RI 02912. Applications will be accepted until the position is filled. Brown University is an Equal Opportunity/Affirmative Action Employer.

POSITION TITLE: University Archivist

POSITION REQUIREMENTS: M.A. required, Ph. D desirable. Formal training in archives desirable, preferably in American history. Knowledge of automated database techniques, photography, and conservation issues necessary; ability to communicate effectively in writing and in spoken presentations necessary; understanding of the principles of the MARC AMC format necessary; understanding of the history of Georgetown University and the Society of Jesus necessary.

GENERAL DESCRIPTION: Acquires, arranges, preserves, and makes available the records necessary for understanding the history and development of Georgetown University.

SUPERVISION AND COMMUNICATIONS: Supervises the work of the Assistant Archivist and student workers. Reviews archival operations with the head of Special Collections. Provides historical context resources to all with "need to know." Acts as press contact on historical matters for the office of public relations; provides information to all university offices; regularly contacted by the offices of the President, Provost, Deans, Development, Alumni Relations, University Press, University Counsel, students, faculty, alumni, and visiting scholars. Conducts seminar, "Introduction to Archives" for the American studies senior seminar. Produces historical entertainments for the Alumni Association.

RESPONSIBILITIES AND DUTIES: Develops policies and procedures for acquisition, arrangement and description, reference and access, and preservation of University Archives. Develops donor, patron, and colleague relationships; promotes collections to students, scholars, and other constituencies through reference service, lectures and presentations, publications, and exhibits, and promotes knowledge of the history and mission of Georgetown University. Accepts other responsibilities and duties as determined by the department head.

DATE: March, 1994

PLEASE POST

PRINCETON UNIVERSITY LIBRARIES
PRINCETON, NEW JERSEY

Position: Reference Librarian/Archivist

Available: Immediately

Description: The Princeton University Libraries are a large complex of facilities comprising comprehensive resources in the academic research library context. The Department of Rare books and Special Collections entails eleven divisions in three separate buildings, including divisions of rare books and manuscripts, graphic arts, coins, the Taylor Collection of English Literature, a theatre collection, collections of Western Americana and Historic Maps, twentieth century public policy papers, the university archives, and the Marquand Library of Art and Archaeology.
Description of duties: Reference Librarian/Archivist. Department of Rare Books and Special Collections. Princeton University Libraries. Under the general supervision of the Curator of Manuscripts, the Reference Librarian/Archivist has responsibility for:

-- promoting the efficient delivery of reference services to researchers using rare books, manuscripts and other materials, including security and proper handling of collections;

-- participating in the development, implementation, and coordination of policies and procedures (and forms) relating to access services for all researchers in the Department;

-- supervising all activities and staff in the rare books and manuscripts reading room;

-- coordinating responses to all reference queries;

-- scheduling reference desk coverage;

-- administering policies governing use, reproduction, and preservation of materials.

Qualifications: MLS from an ALA-accredited library school, and/or MA with graduate archival training, with course work in rare books and archives, an understanding of descriptive bibliography and archival techniques, and knowledge of basic reference sources; demonstrated skills in oral and written communication; experience in supervising library personnel; familiarity with on-line bibliographic systems.
Preferred Qualifications: Public service experience in special collections or a major research library; experience with microcomputers, especially word processing and data management programs.

Benefits: Twenty-four (24) vacation days a year, plus eleven (11) paid holidays. Annuity program (TIAA/CREF), group life insurance, health coverage insurance, and disability insurance, all paid for by the University.

Salary & Rank: $28,200 or higher, depending on qualifications and experience.

To ensure full consideration, candidates should send applications, including resume and the names, titles, addresses and phone numbers of three references to be contacted, postmarked by November 1, 1991 to:

Chairman of the Search Committee for Reference Librarian/Archivist
Human Resources Librarian
Princeton University Libraries
One Washington Road
Princeton, New Jersey 08544

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PRINCETON UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

TEMPLE UNIVERSITY

POSITION DESCRIPTION DEPARTMENT: Central Library System

POSITION TITLE: Head of the Urban Archives

FUNCTION:

Establishes, recommends and implements policy for acquisition, processing, preservation, and use of the Urban Archives; represents the Archives to the academic community, the local historical and cultural communities, the public, and professional societies; promotes local historical programs and research in cooperation with area libraries, museums, and historical societies; assists in achieving the objectives set for the Central Library System; directs the work of the Archives staff to achieve these objectives. Coordinates policies and activities with those of other Central Library System units.

Serves under the general direction and review of the Associate Director for Collection Development and Public Services.

ADMINISTRATIVE RESPONSIBILITIES AND DUTIES:

A. Policy Development, Liaison, and Advising Responsibilities:

1. Serves on the Libraries' Administrative Council and other committees as assigned.

2. Establishes and maintains effective liaison with the Executive Director of the Center for Public History, administrators and faculty of the interested schools, colleges, or departments and internal and external client groups.

3. Keeps the Library Administration well informed of internal and external developments affecting the Archives.

4. Submits information for planning and management purposes as requested.

B. Provision of Services and Collections:

1. Provides appropriate access, reference, information, and instruction relating to the Archives collections according to CLS policies and practices.

2. Assists in developing public programs and programs that encourage and support scholarly research relating to the holdings of the Urban Archives.

3. Interprets library policies and procedures to users having questions, recommendations, or complaints relating to the Archives' services and collections.

4. Provides for the development and management of the Archives collections, and the maintenance and updating of its relevant parts of the Libraries' Collection Development Policy.

C. Management and Supervision of Staff:

1. In consultation with the Associate Director and other appropriate University personnel, structures and organizes staff positions to carry out the functions of the Archives; assesses and justifies staffing needs; prepares and updates position descriptions.

2. Chairs or serves on search committees for all professional positions in the department; hires support staff with the assistance of CLS Administrative Services staff.

3. Provides orientation and training in coordination with CLS programs.

4. Sees that procedure manuals are developed and maintained for department functions, as necessary.

5. Oversees coordination and scheduling of duties for carrying out the functions of the department.

6. Systematically keeps staff informed of changes in policies and procedures.

7. Provides for participation in staff development and continuing education opportunities.

8. Reports attendance, arranges and reports vacation and other leaves, and implements University work rules according to CLS and University policies and procedures.

9. Evaluates performance according to CLS procedures.

D. Management of Budget and Physical Resources:

1. Submits annual budget requests and justifications.

2. Solicits external funding from various public and private sources.

3. Plans, implements, and reviews the organization of physical space and facilities.

4. Oversees ordering, utilization, and maintenance of equipment and supplies.

5. Monitors expenditures to avoid exceeding allocations; reports and deposits income from fees, gifts, etc., as directed.

E. Other:

1. Participates in day-to-day activities and services as appropriate.

2. May represent the CLS in activities of consortia in which Temple Libraries participate.

3. Assumes other appropriate administrative duties as assigned.

PROFESSIONAL RESPONSIBILITIES AND DUTIES

1. Participates in activities of appropriate professional societies at local, regional, and national levels.

2. Keeps aware of relevant professional issues and practices, particularly in library and archival administration and public and regional history, through conferences, continuing education, and the professional and subject literature.

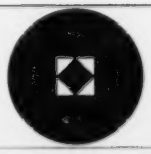
QUALIFICATIONS:

An MLS from an ALA accredited institution is strongly preferred. Consideration will be given to others who have significant archival training and experience plus knowledge of and experience with national bibliographic networks (RLIN and OCLC). At least five years of professional experience is required, a significant portion of which must be in a large academic library. Management and supervisory experience are strongly preferred.

SYSTEMS AND PROCEDURES EXCHANGE CENTER

POSITION DESCRIPTIONS: BUSINESS OPERATIONS

ASSOCIATION OF RESEARCH LIBRARIES



OFFICE OF MANAGEMENT SERVICES

BOSTON PUBLIC LIBRARY

Chief, Business Office (P3)

Basic Function:

Under the direction of the Assistant to the Director for Business Operations, is responsible for supervision of the work of the Business Office and the preparation of all contractual documents which are the responsibility of the Business Office.

Reports to:

Assistant to the Director for Business Operations

Supervises:

Staff of the Business Office

Typical Duties and Responsibilities:

(1) Responsible for the preparation of contractual documents in consultation with the appropriate Library Officers and follows through on their progress and execution.

(2) Directs and supervises the purchase of all supplies, equipment and services required by the Library, excluding books and related library materials.

(3) Maintains working relationship with all units of the Library concerning specifications, prices and/or dealers for Library supplies and equipment.

(4) Directs, guides and sets performance standards for the staff of the Business Office.

(5) Assists in compiling annual budget recommendations for supplies, materials and services.

(6) Makes studies of costs and equipment as requested by Assistant Directors or Division Heads.

(7) Visits company showroom and/or Exhibits to examine new equipment for their application to Library use and needs and makes recommendations. Interviews salespersons.

(8) Performs related duties as required.

Minimum Qualifications:

A Bachelor's degree and a Master's degree in Business Administration from an accredited college or university. Six (6) years of progressive experience in office management and business systems analysis; broad knowledge of business operating procedures and contract administration required. In exceptional instances specialized education, training, and/or experience may be substituted for part or all of the educational requirements.

(OVER)

Ability to execute Library policy. Ability to plan and supervise the work of others; initiative in generating new ideas; interest and ability to improve existing work techniques and procedures; ability to work well with staff and public alike; dependatility.

3 October 1978

CORNELL
UNIVERSITY

University Library Administration

201 John M. Olin Library
Ithaca, NY 14853-5301
Telephone: 607 255-5181
Fax: 607 255-9346

Position: Director of Finance and Administration

The Director of Finance and Administration is the chief business officer for the Cornell University Library, responsible for financial planning, fiscal monitoring, implementation of personnel policies, and coordination of facilities planning. The director reports to the University Librarian.

Duties and Responsibilities

Management -- 40%: Direct the Office of Administrative Operations, assigning responsibilities to and directing the activities of the Accounting Manager, the Facilities and Operations Manager, and the Director of Personnel. The Office of Administrative Operations is completely responsible for providing support services to Cornell University's 11 endowed libraries, providing leadership and guidance to and representing the 32 endowed departments on issues pertaining to the management and control of financial and human resources, physical facilities, and business operations (equipment purchase and repair, photocopy services, central shipping & receiving, and communications). The Office also provides support to the 5 statutory libraries and the Hotel School Library in concert with their respective college administration.

Financial -- 30%: Develop and coordinate the annual operating and capital budgets of the endowed libraries, synthesizing and analyzing information and providing alternatives needed for effective decision-making and budget justification. Monitor all library funds, and approve one-time allocations for temporary staff, equipment, and minor renovations. Coordinate the administration of gift receipts and sponsored program activity.

General Administration -- 30%: Provide leadership in and take responsibility for the development, implementation, and coordination of administrative policies and procedures within the endowed libraries. Direct the development and implementation of management information systems and reports for the Library.

Provide staff expertise and counsel to the University Librarian, Assistant University Librarians, and head of libraries for program support and other initiatives falling within their areas of responsibility. Member of the Library Executive Committee, the Computer Systems Priority Committee, and Library Council and various ad hoc groups (such as space and fiscal resource planning committees).

Represent the Library on issues related to administration and administrative policies and procedures.

continued..

Qualifications

Masters degree in relevant area, preferably business administration; seven to ten years experience in management positions; demonstrated problem-solving ability and leadership skills; excellent interpersonal and verbal/written communication skills; high level of analytical ability and demonstrated expertise with fiscal management; knowledge of higher education administration; Cornell experience helpful.

/lb
10/91

WASHINGTON UNIVERSITY LIBRARIES

LIBRARY POSITION

POSITION TITLE: Library Business Officer

REPORTS TO: Director of Library Personnel and Administrative Services

SUMMARY: Manages the Accounting Unit and is responsible for overall operation of the Mail/Supply Unit; assures that all accounting and purchasing transactions are in accord with established accounting and auditing guidelines; is responsible for the equipment inventory records and manages photocopying service for all libraries under central administration.

QUALIFICATIONS:

Education

Bachelor's degree in Business Administration, Accounting or related area

Experience

At least 2 years professional accounting or bookkeeping experience, preferably in an educational institution
Two years supervisory experience
Ability to organize work effectively
Ability to communicate verbally and in writing
Knowledge of automated fiscal management systems desirable

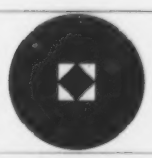
DUTIES:

Implement, analyze, and evaluate all policies, procedures and activities in the Library Accounting and Mail/Supply Units	5%
Interview, select, train, supervise, evaluate and make recommendations regarding all personnel in the Library Accounting and Mail/Supply Units	5%
Ensure the efficient and effective operation of Library Accounting Unit and Mail/Supply Unit	20%
Ensure that all purchasing and accounting transactions are in accord with established guidelines	10%
Manage photocopying operations for all Libraries under Central Administration	15%
Monitor daily operational expenditures for the libraries and assure they are in accord with budget allocations	10%
Ensure prompt processing of all outstanding invoices, timely ledger reconciliation of library accounts, and timely preparation of financial reports relative to expenditure	20%

SYSTEMS AND PROCEDURES EXCHANGE CENTER

POSITION DESCRIPTIONS: HUMAN RESOURCES

ASSOCIATION OF RESEARCH LIBRARIES



OFFICE OF MANAGEMENT SERVICES

THE UNIVERSITY OF ALABAMA LIBRARIES

POSITION VACANCY

TITLE: Assistant to the Dean for Personnel

RESPONSIBILITIES: The position reports to the Dean of Libraries and is a member of the Administrative Group which also includes the Dean, two Associate Deans, an Assistant Dean, the Planning Officer, and the Business Officer. This position is responsible for all aspects of library personnel and human resources development in particular the formulation and recommendation of policy and procedures, the monitoring of adherence to established policy and procedures, interpretation of policy, the planning related to general personnel matters, the maintenance of positive working relationships with appropriate units outside the Libraries, and the recommendation of strategies to resolve or avoid problems and to take best advantage of opportunities for improvement when they become evident. The University Libraries are staffed by more than 100 faculty, and classified staff positions and a large number of part time student assistants. The position has a full-time assistant and student assistants.

QUALIFICATIONS: Required: Bachelor's degree in a relevant field. Experience in personnel work or in a university, preferably both. Excellent communication skills and ability to work effectively with others at all levels within and outside the library. Ability to exercise independent judgment and to initiate actions. Trustworthiness and discretion are essential.

Desired: Master's degree in library science from a program accredited by the American Library Association.

SALARY/BENEFITS: $22,000 minimum. Administrative-Professional position, strong benefits.

TO APPLY: Send letter of application, resume and names and addresses of three references to:

Yvonne Mixon
Personnel Search
The University of Alabama Libraries
P. O. Box 870266
Tuscaloosa, AL 35487-0266

by the application deadline April 1, 1991

THE UNIVERSITY OF ALABAMA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

2-91

BOSTON PUBLIC LIBRARY

Position Description

Staff Officer for Labor Relations (P5)

Basic Function

Assists in the planning and implementation of personnel and labor relations programs as directed by the Assistant to the Director for Personnel Resources. Serves as management liaison in labor relations; advises and consults in labor relations/personnel matters; assists in the administration of the personnel services of the Library.

Reports to

Assistant to the Director for Personnel Resources

Typical Duties & Responsibilities

1. Serves as the Library's chief spokesperson and representative in collective bargaining negotiations, grievance and arbitration procedures and other employee related litigation.

2. Oversees the interpretation and administration of collective bargaining agreements and personnel policies to insure uniformity of application throughout the system.

3. Provides advice, assistance and representation to department heads in issues pertaining to employer - employee relationships.

4. Provides management liaison with staff organizations and unions; represents the Library, in labor relations and Personnel matters, with other units of city and state government.

5. Investigates personnel problems and recommends course of action. Contacts affected parties and identifies problems, concerns, and desired outcomes.

6. Assists in the development and maintenance of job classification and compensation systems. Participates in job analysis, job evaluation, and preparation of job descriptions.

7. Assists with the recruitment, screening and placement of new employees.

8. Assists with the development and implementation of employee orientation and in-service training programs.

9. Oversees and assigns work to personnel office employees involved in processing applications for employment, preparing Personnel Action Reports, processing insurance and benefits records, and maintaining personnel files.

10. Performs other labor relations and personnel management tasks as assigned.

Qualifications

An accredited bachelor's degree in a related field; an advanced degree in labor law, business administration, personnel/labor relations or other related field, required.

Five years strong experience in personnel administration and labor relations, including contract negotiation and administration; chief negotiator experience preferred. Ability to interface and communicate effectively with all levels of employees. Demonstrated ability to execute policy, to work well with people and to exercise managerial skills. Integrity, initiative, good judgment, discretion, dependability and ability to work under pressure and to meet deadlines.

December, 1990

Emory University

General Libraries
Position Vacancy Announcement

General Libraries
Emory University
Atlanta, Georgia 30322-2870

Position Human Resources Officer, General Libraries

Available Summer, 1994

Responsibilities A senior management position reporting to the Vice Provost and Director of Libraries and responsible for administering all aspects of the General Libraries' personnel program. Serve as member of libraries' management group to develop and oversee the promulgation of progressive and effective human resource management practices; supervise three General Libraries' personnel staff; administer recruitment, appointment, and retention policies and programs; coordinate staff performance evaluation program and librarian review and promotion process; assure compliance with affirmative action and equal opportunity policies; develop assessment tools to identify staff development and training needs and provide appropriate training and career development programs; oversee related administrative programs such as employee orientation and salary and benefits programs; serve as liaison with University Human Resources Division.

Qualifications MLS from an ALA accredited library school or a degree in human resources management with at least five years experience in personnel management and supervision, preferably in a large research library, or an equivalent combination of education and experience; demonstrated strength in managerial, interpersonal, and written and oral communication skills; experience and demonstrated strength in staff development and training, including knowledge of programs in the library management field; broad understanding of the changing academic library environment; experience in utilizing technology in personnel management systems; familiarity with government regulations affecting employment; demonstrated sound judgment and effective organizational and planning skills.

Emory Libraries The General Libraries, comprising three separate facilities, support graduate and undergraduate programs in arts and sciences and business. The staff includes 45 librarians, 112 general staff, and 135 student staff. Emory is a member of the Association of Research Libraries, the Research Libraries Group, the Center for Research Libraries, and the University Center in Georgia. In addition to the General Libraries, there are separate libraries for law, health sciences, theology and Oxford College. University libraries hold 2.3 million volumes with total expenditures of more than $15 million.

Beginning salary and benefits Salary dependent upon qualifications and experience, but not less than $40,000 per annum. Comprehensive benefits package, including TIAA/CREF.

Application Procedures Send letter of application, resume, and the names, addresses and telephone numbers of three references to: Dr. Linda Matthews, Administrative Office, Robert W. Woodruff Library, Emory University, Atlanta, GA 30322-2870.

Applications received by March 1, 1994, will receive first consideration.
Emory University is an Equal Opportunity/Affirmative Action Employer and encourages women and minority candidates.

PLEASE POST

Notify Possible Candidates
List in Newsletters

BEST COPY AVAILABLE

THE UNIVERSITY OF TENNESSEE
KNOXVILLE

HRM-5

ANNOUNCEMENT OF EXEMPT VACANCY

July 20, 1992

University Libraries

POSITION: Training Coordinator

APPOINTMENT RANK: Exempt

SALARY: $23,000 minimum

AVAILABLE: October 1, 1992

RESPONSIBILITIES: Coordinates and provides training opportunities for library faculty and staff. Plans, researches, develops, and conducts training programs, workshops, and seminars. Develops training materials, including computer-based modules. Consults with and assists library departments in developing special training sessions. Initially, the individual will be expected to develop and coordinate a comprehensive training plan for managerial and team skills. Future responsibilities will be to assist, develop, and implement broader interpersonal and technical training. Reports to the Head of Human Resources.

QUALIFICATIONS: Bachelor's degree with several years' experience in training, design, and development of training programs. Excellent interpersonal, organizational, and communication skills. Knowledge of microcomputers and software applications.
Desired: Academic library experience. Familiarity with conducting data gathering and needs assessment exercises for training purposes. Knowledge of Hypercard and computer-based training.

BENEFITS: Annual leave is accrued at the rate of two days per month and sick leave at the rate of one day per month. Exempt staff have their choice of a state retirement plan or TIAA/CREF. Non-refundable contributions to either retirement plan are paid for the employee by the university. Group health and life insurance plans are available. Tuition remission is available to university employees; partial undergraduate tuition remission is available to dependent children and spouses of UT employees.

BACKGROUND DESCRIPTION: The University of Tennessee is a multi-campus system of higher education and the state's official university and federal land-grant institution. UT, Knoxville is the major comprehensive university in the four campus system. More than 19,350 undergraduates and 5,700 graduate students are enrolled in 15 colleges and schools and 51 PhD programs.

--over--

The UT, Knoxville Libraries, with an annual budget in excess of $8 million, holds 1.7 million volumes and receives over 17,000 current serials. The libraries system includes the John C. Hodges Library and five branches which are located on the Knoxville campus: Agriculture/ Veterinary Medicine, Archives, Cartographic Information Center, Music, and Special Collections. A sixth branch, the Social Work Library, is located in Nashville. The Hodges Library facility was completed and occupied in September, 1987. A major Library Development Campaign has now been completed. Over three hundred persons, including 48 faculty, 8 exempt, 122 non-exempt, and approximately 125 students are employed. The libraries is a member of SOLINET, the Association of Research Libraries, and the Center for Research Libraries.

The UT, Knoxville Libraries is currently using an integrated library system running on Geac hardware and software. Online catalog, circulation control, acquisitions, and Boolean modules are operational. The authority control module is scheduled for implementation in 1992.

TO APPLY: Send letter of application, a current resume, and the names, addresses and telephone numbers of three recent references to: Jill Keally, Head, Human Resources, The University of Tennessee Libraries, 1015 Volunteer Boulevard, Knoxville, TN 37996-1000, or complete an application at the UT, Knoxville Personnel Office, 113 Aconda Court.

DEADLINE FOR APPLICATION: Review of applications will begin September 4, 1992, and will continue until the position is filled.

TITLE IX: The University of Tennessee, Knoxville does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap, or veteran status in provision of educational opportunities or employment opportunities and benefits.

UT Knoxville does not discriminate on the basis of sex or handicap in its educational programs and activities, pursuant to requirements of Title IX of the Educational Amendments of 1972, Public Law 92-318, and Section 504 of the Rehabilitation Act of 1973, Public Law 93-112, and the Americans With Disabilities Act of 1990, Public Law 101-336, respectively. This policy extends to both employment by and admission to the University.

Inquiries concerning Title IX, Section 504, and the Americans With Disabilities Act of 1990 should be directed to the Office of Affirmative Action, 403-C Andy Holt Tower; The University of Tennessee, Knoxville; Knoxville, Tennessee 37996-0144; or telephone (615) 974-2498. Charges of violation of the above policy should also be directed to the Office of Affirmative Action.

UTK Is an EEO/AA/Title IX/Section 504/ADA Employer.

WASHINGTON UNIVERSITY LIBRARIES

LIBRARY POSITION

Position Title: Staff Development Officer

Reports to: Director of Administration and Planning

Summary: Responsible for developing and coordinating the Library's staff development program, assessing needs and implementing library-wide activities to address these needs, planning, designing and conducting in-house training programs; conducting job analyses; and evaluating program effectiveness on an ongoing basis. Assist Director of Administration and Planning on assigned projects.

QUALIFICATIONS:

Education

Masters degree in Library Science or related field preferred. Academic background in personnel administration, adult education, psychology or counseling preferred.

Experience

Demonstrated skill in training adults to acquire new skills, use prior knowledge of training and maximize transfer.

Understanding of the role of the research library in higher education.

Expertise in library operations preferred.

Strong interpersonal skills.

Sensitivity and responsiveness to staff needs.

Excellent oral and written communication skills.

DUTIES:

Develop and coordinate staff development program for the Olin Library System, evaluate program effectiveness.	30%
Plan, design and conduct in-house training programs and materials.	20%
Assess staff development needs and implement programs to address these needs.	10%
Plan and conduct orientation program for new employees.	10%
Counsel staff and supervisors on matters relating to staff training and development.	10%
Conduct job analysis for library units.	10%
Provide professional assistance to the Director of Administration and Planning.	10%

SYSTEMS AND PROCEDURES EXCHANGE CENTER

POSITION DESCRIPTIONS: PRESERVATION

ASSOCIATION OF RESEARCH LIBRARIES

OFFICE OF MANAGEMENT SERVICES

THE JOHNS HOPKINS UNIVERSITY

MILTON S. EISENHOWER LIBRARY

HEAD, PRESERVATION DEPARTMENT

The Milton S. Eisenhower Library of The Johns Hopkins University offers an exciting opportunity in the field of preservation administration for an individual with vision, imagination, and the entrepreneurial spirit.

Boasting one of the oldest and best known preservation programs in an academic library in the United States, the Eisenhower Library's Preservation Department has often been in the vanguard of the preservation community:

- Major grants from the Andrew W. Mellon Foundation supported a variety of training opportunities in preservation skills. This nationwide training program will continue.
- The library broke new ground by becoming the first academic library to sign a contract to purchase mass deacidification services from a commercial vendor.
- The library is leading efforts to create a statewide preservation program.
- The library has restructured its preservation program to focus primarily on collections conservation, while maintaining its capacity to perform single-item conservation.

The Eisenhower Library prizes energy, creativity, and professionalism and offers challenge, independence, and visibility.

RESPONSIBILITIES

- Develop and recommend policies and programs to conserve and preserve the library's collections.
- Organize, manage, and plan for all units reporting to this position: Conservation Bindery and Paper Lab, Collections Conservation, and Commercial Binding Office.
- Represent the library in preservation activities involving local, regional, and national agencies and organizations.
- Chair library-wide Preservation Committee.

QUALIFICATIONS

- Extensive knowledge of library preservation, conservation, and collection management principles, practices, and issues.
- Demonstrated administrative and supervisory experience, preferably in an academic research library preservation/conservation program.
- Excellent interpersonal and written and verbal communication skills.
- Training and experience in performing preservation or conservation treatment highly desirable.
- MLS from an ALA accredited library school desirable. (Not required)

The hiring range is $31,500–40,000 depending on education and experience.

Position available September 1, 1991. The search will remain active until the position is filled.

Representatives from the library would like to speak with candidates at the ALA summer meeting.

Excellent benefits including life and health insurance, and dental and tuition plans for staff member, spouse, and dependent children.

To apply, send letter of application, résumé, and three letters of reference to Mr. Edward Warfield, The Johns Hopkins University, Office of Personnel Services, 146 Garland Hall, Baltimore, Maryland 21218. AA/EOE

NOTE: The MLS was not required but the staff member who filled this position has one.

"PROJET"

UNIVERSITÉ LAVAL
DESCRIPTION DE FONCTION
PERSONNEL PROFESSIONNEL

DATE: le 15 avril 1993

CODES DE POSTE:

1. TITRE: Chef de section
(Bibliothèque)

CLASSE: CATÉGORIE:

2. SOMMAIRE DE LA FONCTION:

Sous l'autorité du supérieur immédiat, planifie, organise et supervise les activités de la section dont il a la responsabilité et assure l'application des règlements de la Bibliothèque relatifs à son secteur d'activités.

3. TACHES ET RESPONSABILITÉS PRINCIPALES:

1. Gère les ressources humaines de sa section: participe à la sélection, accueille, initie, mobilise les employés et fait l'évaluation de leur rendement. Évalue les besoins, planifie, organise et dispense la formation. Applique les règlements, directives, normes et dispositions des contrats de travail collectifs; organise et répartit le travail.

2. Évalue les systèmes opérationnels en place et suggère des modifications ou des développements appropriés. Effectue les recherches nécessaires en vue d'apporter des améliorations aux méthodes et techniques de travail et implante les solutions retenues.

3. Prépare les prévisions budgétaires de la Section et participe à l'administration des crédits alloués; détermine les besoins de matériel, d'équipement et d'aménagement et fait les recommandations appropriées.

4. **Selon la section dont il a la responsabilité, le titulaire accomplit les tâches particulières suivantes et doit avoir les qualifications énoncées ci-après:**

TITRE: Chef de section (Bibliothèque) **CODES DE POSTE:**

3. TACHES ET RESPONSABILITES PRINCIPALES (suite):

Section de la reliure

Tâches particulières

- Organise, assigne et supervise les travaux de préparation matérielle et de reliure comprenant la détermination du genre de reliure appropriée et l'application des différentes techniques nécessaires à leur préparation ainsi que la détermination du lettrage, de la disposition et de la longueur du titre.
- Discute avec les requérants de certains travaux particuliers de reliure; solutionne certains problèmes spécifiques.
- Effectue différentes réparations et met en place divers mécanismes de nature à causer le moins d'inconvénients possible lors des travaux.
- Établit des contacts avec différents fournisseurs en vue d'acquérir le matériel le plus approprié.
- Assure la conservation des documents et restaure les livres rares à l'aide de techniques appropriées.

Qualifications requises

1. Scolarité: DEC en arts graphiques avec l'option reliure.
2. Expérience: Trois (3) années d'expérience pertinente.
3. Autres:

3. TACHES ET RESPONSABILITÉS PRINCIPALES (suite):

5. Accomplit temporairement les tâches d'un poste connexe ou inférieur lorsque requis.

NOTE: La liste des tâches et responsabilités principales ci-dessus énumérées est indicative. Il ne s'agit pas d'une liste complète et détaillée des tâches et responsabilités susceptibles d'être confiées à l'occupant du poste. Cependant, les tâches et responsabilités non énumérées ne doivent pas avoir d'effet sur la classification de la présente fonction.

THE UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL

Office of the University Librarian
(919) 962-1301

The University of North Carolina at Chapel Hill
Davis Library 080-A
Chapel Hill, N.C. 27514

ANNOUNCEMENT OF PROFESSIONAL VACANCY

POSITION:	Conservation Librarian
AVAILABLE:	July 1, 1988
DESCRIPTION:	Administers new conservation laboratory serving the University Library system, which includes 3.4 million printed volumes, 10 million manuscripts, and substantial holdings in maps, microforms, photographs, and recorded sound. Executes treatment procedures for items meriting conservation attention. Advises on treatment options and on conservation/preservation problems for entire collection. Teaches new/improved procedures on various levels when necessary. Participates in planning for new Library-wide preservation program as a member of the Preservation Committee. The conservation laboratory is located in the Rare Book Collection; the Conservator reports to the Curator of Rare Books.
QUALIFICATIONS:	Formal hands-on training in conservation techniques and familiarity with conservation/preservation issues in large research libraries required. Professional experience and ALA-accredited MLS degree desired.
SALARY AND BENEFITS:	This is a twelve month academic appointment at the University of North Carolina at Chapel Hill. Minimum annual salary of $23,000 and standard State benefits of annual leave, sick leave, and retirement plan.
DEADLINE FOR APPLICATION:	December 15, 1987
TO APPLY:	Send resume and names of three references to Barbara A. DeLon, Library Personnel Officer, Davis Library 080A, The University of North Carolina, Chapel Hill, NC 27514

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

100

93-3076Z

SMITHSONIAN CAREERS

24 HOUR DIAL-A-JOB: (202) 287-3102

AN EQUAL OPPORTUNITY EMPLOYER

OPENING DATE: July 9, 1993

CLOSING DATE: Aug 10, 1993

This is a Merit Promotion and Delegated Examining Joint Announcement

POSITION TITLE/ SERIES AND GRADE	ORGANIZATION	ANNOUNCEMENT NUMBER
Book Conservator GS-1001-9 Salary: $27,789 per annum Promotion potential to GS-11	Smithsonian Institution Libraries (SIL) Collections Management Division Preservation Services Department	93-3076Z

DUTY LOCATION: Washington, DC

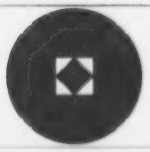
AREA OF CONSIDERATION: All sources (Status and Non-Status May Apply).

DUTIES: The incumbent undertakes conservation treatments of bound and unbound collections characterized by historical significance, rarity, value, and the occasional presence of complex technical problems. The treatments performed by the GS-9 Book Conservator reflect the growing experience, refined manual skills and developing judgment evolved from a knowledge of the principles of book and paper conservation, historical book structures, binding techniques and materials science. Conservation treatments include, but are not limited to the following: use of proper disbinding techniques to ensure the least damage to the bibliographic integrity of the object; aqueous and non-aqueous treatments; use of binocular microscope in the examination of flat paper and book leaves; flattening, humidifying and lining; tape/adhesive removal, stain reduction and solvent treatment; dry cleaning; sewing, board attachment and endband construction; covering or repairing using paper, cloth, leather, vellum and alum-tawed materials; lettering in foil and/or leaf; matting of fragile and vulnerable materials; and the construction of protective enclosures for the physical protection of materials. Documentation includes both photo and written, prior to conservation treatment. Works with Senior Book Conservator and the Head, Preservation Services Department to set priorities for the conservation unit. Assists with development of standards for the physical maintenance of the collections and with the development of training programs for library staff responsible for collections maintenance. Assists in the preparation of educational materials and in training of staff in sound conservation practices. Supervises environmental monitoring program for SIL. Provides technical supervision for General Collections Repair Program and Conservation Technician. Monitors workflow and evaluates treatments performed.

SYSTEMS AND PROCEDURES EXCHANGE CENTER

POSITION DESCRIPTIONS: REFERENCE/INFORMATION SERVICES

ASSOCIATION OF RESEARCH LIBRARIES



OFFICE OF MANAGEMENT SERVICES

LINDA HALL LIBRARY
POSITION DESCRIPTION

Position Title — Assistant Reference Librarian

Organizational Unit — Reference Division

Reports to the Librarian for Public Services in providing sophisticated reference and bibliographic assistance to patrons, with special responsibility for (1) facilitating the use of library resources by offering scientific subject expertise and linguistic assistance to patrons and staff; and (2) monitoring the reference collection arrangement.

Duties and Responsibilities

1. Participate in the Reference Desk schedule and its attendant duties by furnishing reference and bibliographic service to in-building and telephone patrons, assisting with patent and specifications searches, conducting tours and orientation sessions,and providing copy equipment maintenance and service.

2. Facilitate the use of library resources by patrons and staff by lending subject specialist assistance in a wide range of scientific disciplines and offering linguistic assistance in selected languages.

3. Contribute to the collection development program by (1) scanning reviews and evaluating titles for possible purchase, especially when subject expertise is required; and (2) directing the reorganization of the reference collection through updating or replacing titles where necessary and rearranging the collection for maximum efficiency in use.

4. Promote the services and collections to as wide an audience as is possible outside the library:

   a. Inform the public about library resources while speaking as a guest lecturer or while serving in a personal teaching role at the university.

   b. Participate in the planning of special lectures designed to emphasize the intellectual impact of Linda Hall Library to the community.

5. Participate in weekly divisional meetings as well as other related sessions to keep informed of activities, contribute to discussions of issues, and support and implement the decisions and policies of the Public Services Department.

6. Provide statistical data required for divisional planning by suggesting methods, collecting, and interpreting statistics.

7. Meet professional development obligations to improve job performance by attending conferences and continuously reviewing areas of knowledge required for the position.

8. Perform other tasks and undertake special projects required to further the goals of the Linda Hall Library.

Minimum Qualifications

1. ALA-accredited M.L.S.degree or the equivalent combination of an advanced degree in a scientific discipline and appropriate reference experience in a science library.

2. Familiarity with several foreign languages.

3. Teaching skills and a capacity for instilling confidence in patrons and staff.

4. Ability to promote harmonious relationships in the workplace.

5. Ability to effectively communicate ideas in oral and written form.

Working Conditions

Incumbent works in a scholarly library environment, performing duties which require CRT usage; lifting and handling of books; frequent use of stairs; and standing for sustained periods. Position may require occasional travel.

Prepared by: Librarian for Public Services
Approved by: Librarian for Public Services
Date: January, 1991

Library: Government Documents: Documents Information Services Librarian, Government Documents Section, Reference Department, The University of Virginia Library. The University Library is the 22nd largest library in ARL. The library system comprises the main library and 10 branches, with independent libraries for law, medicine, and graduate business. The libraries serve 1,600 teaching faculty, 6,000 graduate and professional students, and 11,000 undergraduates. The University Library's NOTIS system, VIRGO, provides an online catalog, circulation, acquisitions, serials check-in, nine Wilson indexes, and other index abstracts. The Library has established an Electronic Text Center with state-of-the-art hardware and software. Reporting to the Documents Librarian, the Documents Information Services Librarian manages, develops, organizes, and maintains map collections and related cartographic products in all formats; supervises staff engaged in these activities. Participates in the development and use of geographic information systems (GIS) and products. Provides reference and information service relating to government publications, social sciences data, and maps. Coordinates Documents' electronic information activities. Coordinates hiring, supervising, scheduling, training, and compensation of part-time student assistants. Designs instructional materials for, trains staff in the use of, and publicizes electronic resources. Serves as a member of the Government Documents management team participating with other faculty in collection development, goal setting, staff development, resource management, information delivery, and poblem resolution. Required qualifications and experience: Master's degree or higher in a relevant field, with preference for an ALA-accredited MLS. Knowledge of government documents reference sources, electronic information delivery systems, and methods of scholarly research in use in academic libraries, particularly as related to government information in all formats. Knowledge of and ability to use computer information technologies effectively, especially as related to government information and data in electronic formats. Ability to work and communicate effectively orally and in writing with library staff, the University community, and other library users. Demonstrated organizational skills. Commitment to professional growth and development. Preferred qualifications: Knowledge of, or experience with, social and economic statistics. Knowledge of government publications and maps including print, microform, and electronic formats, demonstrated through experience or graduate course work. Supervisory skills. Salary: $24,000 or higher, depending upon qualifications. General faculty status, 22 days vacation, generous sick leave, Blue Cross/Blue Shield, state and TIAA/CREF retirement plans, research leave. Applications received before March 25, 1993 will be given first consideration. Send letter of application, resume, and names, addresses, and phone numbers of three references to Gail Oltmanns, Director of Personnel and Planning, Alderman Library, University of Virginia, Charlottesville, VA 22903-2498. An Equal Opportunity, Affirmative Action employer.

SYSTEMS AND PROCEDURES EXCHANGE CENTER

POSITION DESCRIPTIONS: SPECIAL COLLECTIONS

ASSOCIATION OF RESEARCH LIBRARIES OFFICE OF MANAGEMENT SERVICES

BOSTON PUBLIC LIBRARY

Assignment

Assistant to the Keeper of Prints (P-3)

Basic function

Under direction of the Keeper of Prints and/or his delegate, to assist in the direction of the programs and administration of the Print Department and/or perform specialized, highly responsible professional library work of a complex nature.

Report to

Keeper of Prints and/or his designated delegate.

Supervises

As assigned, professional and non-professional staff members.

Typical Duties and Responsibilities

1. Assists in the execution of the policies of the Library as they pertain to the Print Department.

2. Assumes responsibility for implementing Library's readers services policies.

3. Performs very difficult and complex reference services and carries out continuing research to make information available in describing and cataloguing individual prints, drawings, watercolors and photographs.

4. Initiates analysis of aspects of related work and recommends improvements in Library operations.

5. Assists in selection of prints and related materials in accordance with the Library's policies.

6. Assists in preparing and mounting exhibitions.

7. Assists in supervision and development of staff.

8. Maintains close working relationships with coordinators and other appropriate staff.

9. Assures the satisfactory operation of the physical facilities of the unit.

10. Develops the use of Library's resources by preparing written descriptions for use either as duplicated essays and lists or as printed publications, providing guidance to collections in the Print Department.

11. Maintains appropriate working relationships with libraries, museums and other organizations.

12. Performs other related and comparable duties as assigned.

Minimum Qualifications

A bachelor's degree from a recognized college or university and a master's degree in library science from an accredited library school. Relevant subject knowldege and/or specialized training required. In exceptional instances specialized education, training, and/or experience may be substituted for part or all of the educational requirements.

Four years of appropriate library or museum experience or any equivalent combination of education, experience and training sufficient to indicate ability to do the work. Experience in making of prints desirable.

Ability to execute library policy; ability to plan and supervise the work of others; initiative in generating new ideas; interest and ability to improve existing work techniques and procedures, broad knowledge of library's collection; excellent knowledge of subject area; ability to work well with staff and public alike; demonstrable competence in writing.

December 1985

CORNELL
UNIVERSITY

University Library

Position: **Public Services Librarian/Archivist, Division of Rare and Manuscript Collections, Carl A. Kroch Library**

The Division of Rare and Manuscript Collections includes 250,000 printed books, more than seventy million manuscripts, and another million photographs, paintings, prints, and other visual media. The collection chronicles such fields as medieval and Renaissance studies, the Reformation, eighteenth-century France and England, American history, Anglo-American literature, Icelandic history and culture and the history of science. Other collections focus on medicine, witchcraft, women's studies, ornithology, human sexuality, graphic arts, and architecture and city planning. Located in the newly constructed Carl A. Kroch Library, the Division also houses the Cornell University Archives. The Public Services Librarian/Archivist will lead an ambitious program to expand access and use of primary sources in research and instruction campus wide.

Duties and Responsibilities

The Public Services Librarian/Archivist will coordinate public service activities in the Division of Rare and Manuscript Collections: providing reference service on-site and by correspondence; overseeing reading room and paging operations; conducting classes and workshops for undergraduates, graduate students, and other researchers; working with Cornell faculty and staff to promote use of the collections. Under the general direction of the Director, and in cooperation with other Division staff, the Public Services Librarian will manage an integrated public services program for enhanced access and use of rare books, manuscripts, archival and audiovisual materials.

Qualifications

Required: Graduate degree in library/information science, humanities/social sciences, or archival administration; evidence of excellent written and oral communication and interpersonal skills; and a minimum of 3 years professional experience in a research library or an archival program.
Preference will be given to candidates with significant public service and/or special collections experience, program management and supervisory experience, proficiency in online bibliographic searching including RLIN AMC, familiarity with microcomputers and emerging technologies for networked access, experience with audiovisual collections, and knowledge of western European languages.

Salary

Minimum $27,800

Closing

Requested by March 1, 1994 , but accepted until position is filled.

Apply to:

Ann Dyckman
Director of Human Resources
201 Olin Library
Cornell University Library
Ithaca, NY 14853-5301
(Send cover letter, résumé, and the names addresses and phone numbers of three references.)

Cornell University is an Affirmative Action/Equal Opportunity Employer.

12/93

POSITION TITLE

Assistant University Librarian for Special Collections and Archives

POSITION REQUIREMENTS

Master's degree in library science or appropriate qualifying experience required; second master's degree (or doctorate) in some relevant branch of the humanities desirable. Reading knowledge of Latin and at least one modern foreign language (preferably French or German) required, as are excellent oral/written communications skills, broad-based knowledge of the antiquarian book and manuscript market, some familiarity with personal computer applications in special collections work, and at least five years' successful experience in managing either a growing special collections unit or a large and active rare books and/or manuscripts collection.

GENERAL DESCRIPTION

Administers the Special Collections Division, which is responsible for the library's collections of rare books, manuscripts, and graphic arts; functions as *de facto* curator of rare books and graphic arts; oversees the functioning of the University Archives; serves as a member of the Library Executive Council, the Library Development Committee, and other management committees, councils, and task forces as required; works closely with the Library Advisory Council, especially that body's Publications and Special Collections Committee.

SUPERVISION AND COMMUNICATIONS

Reports directly to the University Librarian. Supervises the work of the University Archivist, including arranging when necessary for assistance to the Archivist by other Special Collections personnel, and integrates policies, procedures, and specific needs of the Archives into the overall functioning of the Special Collections Division; supervises the work of the Curator of Manuscripts on the same basis; supervises and directs the work flow of the Rare Books Cataloger and, together with the Assistant University Librarian for Collection Management and Organization, ensures that rare book cataloging policies and procedures are in conformance with overall library standards. Receives regular reports from the University Archivist, the Curator of Manuscripts, and the Rare Books Cataloger; receives other reports from all Division staff as appropriate. Has frequent contact with Georgetown faculty and administrative staff and represents the collections and the library to the community at large.

RESPONSIBILITIES AND DUTIES

Responsible, through participation in the Executive Council, for contributing to the overall management of the library, and

through participation in the Development Committee and in working with the Library Advisory Council, for contributing to the library's efforts at raising funds and attracting significant gifts in kind. Responsible for the general management of the Special Collections Division, including the relation of divisional planning to that of the library and the recruitment and selection of appropriate personnel. Delegates routine divisional duties as appropriate and supervises compliance with established library and divisional policies regarding such matters. Responsible for the acquisitions program of the division in all categories of materials, including solicitation of appropriate gifts in kind, effective utilization of line budget, restricted, and endowment funds, and generation of further funds by judicious deaccession of duplicate materials. Responsible for the internal management of the collections and their constituent parts, including appraisal, processing, preservation, access/use, and exhibit; drafts or oversees the drafting of appropriate grant proposals for outside funding to further these aims. Responsible for other duties as assigned by the University Librarian.

DATE

March 15, 1994

Georgetown University

POSITION TITLE: Curator of Manuscripts.

POSITION REQUIREMENTS: Master's degree required, Ph.D. desirable. At least three years in a special collections environment required as well as a broad academic background and a strong interest in history and literature, particularly 19th and 20th century American and English literature; 20th century diplomatic history; and an understanding of the history of Roman Catholicism. Required also: knowledge about processing of manuscript collections; a familiarity with preservation standards; successful supervisory experience; good written and oral communication skills; and the ability to develop effective working relationships with colleagues, patrons, and donors.

GENERAL DESCRIPTION: To supervise the acquisition, the cataloguing and the responsible use of literary and historical manuscript collections.

SUPERVISION AND COMMUNICATIONS: Supervises and reviews the work of two manuscript processors and student workers. Reviews manuscript operations with the Head of Special Collections, to whom also are referred any conflicts or problems. Has frequent contacts with the University Librarian; the Gifts Department and the Collection Development Division; with the Library Associates and the Library Advisory Council; with the Office of University Relations and Alumni Affairs; and with various other offices and individuals both within and outside the university.

RESPONSIBILITIES AND DUTIES: Develops and initiates policies for the acquisition, cataloguing, reference, access, and publicizing of the library's manuscript collections. Responds to the information needs of researchers, both within and outside the university, in regard to manuscripts. Actively works with potential donors of manuscript materials. Accepts other responsibilities and duties as determined by the Head of Special Collections.

DATE: 16 March 1994

THE UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL

Office of the University Librarian
(919) 962-1301

The University of North Carolina at Chapel Hill
Davis Library 080-A
Chapel Hill, N.C. 27514

ANNOUNCEMENT OF PROFESSIONAL VACANCY

Position: Curator of Manuscripts

Available: November 1, 1987

Description: The Curator of Manuscripts is the administrative head of the Manuscripts Department in the Special Collections Division of the Academic Affairs Library. The Manuscripts Department contains the Southern Historical Collection, the Southern Folklife Collection, the University Archives, and General and Literary Manuscripts. The Department is responsible for collection development and acquisition, processing, reference and access, and the security and preservation of these collections. The Department's staff consists of five professional archivists and four support staff members, as well as graduate and student assistants. The Curator has personal responsibility for the general administration of these collections and their staffs, solicitation of gifts and preparation of grant proposals, and interpretation of the Department's program to administrators and the scholarly community. Possibility of adjunct appointment in the Department of History for candidates with Ph.D.

Qualifications: Advanced degree in American history (Ph.D. preferred); knowledge of the South; formal archival training; varied archival experience, including work with private papers and official records and some supervisory experience, required. Knowledge of North Carolina history; ALA accredited MLS; involvement in the archival and historical professions, desired.

Salary and Benefits: Salary of $35,000 or more, depending upon qualifications. This is a twelve-month academic appointment with standard State annual leave, sick leave, insurance coverage, and retirement plan.

Deadline for Application: December 1, 1987

To Apply: Send letter of application, resume, and names of three references to: B. A. DeLon, Library Personnel Officer
Davis Library 080A
University of North Carolina
Chapel Hill, NC 27514

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

SYSTEMS AND PROCEDURES EXCHANGE CENTER

POSITION DESCRIPTIONS:
SYSTEMS

ASSOCIATION OF RESEARCH LIBRARIES

OFFICE OF MANAGEMENT SERVICES

Brown University

SYSTEMS/PLANNING ANALYST, Brown University Library. Assists with the maintenance and development of the Brown University online catalog system (an IBM mainframe system using software from WLN) and provides technical support to the Library public service departments in planning for the implementation of new technologies. Reports to the Library Systems/Planning Officer. Requirements: 2 years working experience with an integrated online system in a research library; excellent oral, written and interpersonal communications skills; experience with a large bibliographic utility such as RLIN, OCLC or WLN; demonstrated understanding of current and developing technologies which will affect the delivery of information services; demonstrated training skills; knowledge of computer programming. Desired qualifications: an MLS or Computer Science degree; knowledge or experience with IBM mainframe systems or personal computers. Appointment range: $32,300-$40,400 based upon experience. To be assured of consideration, please send letter of application, resume and names of three references by September 15, 1989, to Geneva Ferrell, Department of Human Resources, Brown University, Providence, RI 02912; applications will be accepted until the position is filled. Brown University is an Equal Opportunity/ Affirmative Action Employer.

University of Cincinnati

Libraries

ML 33
Cincinnati, Ohio 45221-0033

POSITION: Library Systems Development Assistant

EFFECTIVE:

GENERAL DESCRIPTION: Supports the operational and maintenance needs for automated library systems software and hardware used by the Libraries of the University of Cincinnati.

RELATIONSHIP AND AUTHORITY: Reports to and receives supervision from the Assistant University Librarian for Systems. Receives guidance from and consults with the Assistant Director, Library Systems Office.

DUTIES AND RESPONSIBILITIES:

1. Installs, maintains and trouble-shoots workstation level systems, consisting of microcomputers, peripheral devices and network connectivity. This includes hardware and software. Maintains inventory records for these workstations

2. Assists libraries to maintain and troubleshoot multiple automated systems which support administrative, and patron services. Generates reports and statistical summaries from these systems.

3. Supports the general operation of the Library Systems Office.

4. Assists patrons and library staff who access multiple automated library systems from on or off campus, including those who act as monitors for general purpose computer labs. Maintains lists of such

An affirmative action/equal opportunity institution

users and sees that they are supplied with timely information and documentation on these systems' functions and access methods.

QUALIFICATIONS: Bachelor's Degree in information systems or related field or equivalent combination of education and experience. One - three years experience installing and maintaining MS DOS microcomputers and peripherals.

2/28/92

Library Personnel Office
John M. Olin Library
Ithaca, NY 14853-5301

607/255-7021
Personnel Director
607/255-5181

Position: Computer Operations Manager III, Cornell University, John M. Olin Library

Under the general direction of the Director of Library Technology, manages the online operations unit of the Library Technology Department, supervises three regular staff members and several student assistants. Responsible for the overall administration of the Library's NOTIS system.

NOTIS is an integrated library management system which includes a database of more than 25 million bibliographic records and related indexes. The NOTIS software runs on the CornellC machine and manages the Library's acquisitions, cataloging, fund accounting, circulation, and online public catalog operations. The system is accessed from more than 300 terminals in 17 libraries as well as by remote users.

This is a demanding position that combines administrative and technical work with a great deal of interaction with the Library's staff. It may require some work on weekends or during evenings and nights, and periods of being on call for testing and problem resolution. The work involves a great deal of movement around campus to attend meetings and communicate with staff in other units. Requires visual concentration, the ability to work intensely for long periods at a computer, as well as frequent telephone and e-mail interaction.

Qualifications: Bachelor's degree or equivalent. Advanced degree desirable especially in the areas of computer science, library science, or information science. Five to eight years of overall experience. At least two years of managerial experience, and two years of experience in a library or information center desirable.

Knowledge & Experience: Excellent interpersonal and communication skills required. Demonstrated managerial skills and experience with project administration and systems operation required. Technical background in mainframe computing, microcomputing, and telecommunications, with emphasis on the storage and retrieval of scholarly information preferred. Prior programming and working experience with the NOTIS system desirable.

Expected Salary: $32,000+ dependent on qualifications

Closing Date: June 30, 1992

Apply to: Ann Dyckman, Director of Personnel
Cornell University Library
201 Olin Library
Ithaca, NY 14852-5301

CORNELL UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

DARTMOUTH COLLEGE
Office of Human Resources

Wage & Salary Records
Date: February 1994

POSITION DESCRIPTION

TITLE: Director of Library Systems
DEPARTMENT: Library
REPORTS TO: Librarian of the College

BENEFITS: API
SALARY RANGE: 14
POSITION NO.: 005700

MINIMUM QUALIFICATIONS FOR EMPLOYMENT

This position requires an ALA/MLS or an advanced degree in computer or information science and a minimum of six years of progressively responsible experience in the application of information technology in an academic setting; excellent organization and communication skills; demonstrated ability to plan and oversee both long-term and short-term projects; ability to work comfortably and effectively in a team-based environment; and the ability to coordinate activities with technical staff, library staff, and members of the college community. Familiarity with information retrieval and database management technologies and library operations is essential.

DEFINITION

Reporting to the Librarian of the College, the Director of Library Systems directs and manages the planning, design and development of library-based information and knowledge systems and services for the Dartmouth College community,.

The director manages the library systems team which is responsible for developing new information systems, maintaining existing systems, and providing programming support for systems used in library operations.

Through the DCIS Steering Committee the director participates in cooperative DCIS projects involving the Library and Computing Services and maintains liaison with the Dartmouth College Computing Services Department, and other campus information technology activities.

The director plays a leadership role in the identification, evaluation and implementation of information technology; participates in planning for the computing infrastructure and the acquisition of hardware, software and data required for the operation of library and campus-wide information systems.

TYPICAL EXAMPLES OF WORK PERFORMED:

- Participates in the planning and specification of information system and library automation projects.
- Oversees design, development, testing and maintenance of databases and required software components for assigned projects and ensures the development tasks are adequately specified and proceed according to plan.

- Coordinates the development and maintenance of system documentation.
- Provides programming support for computer systems used in library internal operations; consults with library staff on technical questions regarding system use.
- Provides advice to the Librarian and other department heads on the application of technology to the management of information resources.
- Participates in selecting major hardware and software purchases for the Dartmouth College Library.
- Serves as a resource to library staff in the selection and installation of software and hardware.
- Hires, trains, and manages the library systems team.
- Develops and maintains an effective, collaborative working relationship with the DCIS team.
- Assists with the preparation of grant proposals and applications.
- Represents the interests of the Dartmouth College Library in national, state, and regional information technology activities.
- Participates in appropriate professional activities to publicize Dartmouth's accomplishments and to maintain an in-depth knowledge of current trends and developments in the application of information technology.
- Develops and maintains excellent relationships with vendors of databases, software, and hardware.
- Seeks out opportunities for the Dartmouth College Library to be a partner with vendors, other libraries and College departments in the development of new information systems and resources.
- Participates in Library system and Dartmouth College committees as appropriate.
- Accepts other assignments as delegated.

UNIVERSITÉ LAVAL
DESCRIPTION DE FONCTION
PERSONNEL PROFESSIONNEL

DATE: le 3 novembre 1992

CODE DE POSTE: 50946

1. **TITRE:** Adjoint/e au directeur pour les systèmes informatisés

CLASSE: 2,1 **CATÉGORIE:** 4

2. **SOMMAIRE DE LA FONCTION:**

Sous l'autorité du directeur, planifie et coordonne les services informatisés de la Bibliothèque ainsi que l'exploitation des technologies de l'information en fonction de sa mission.

3. **TACHES ET RESPONSABILITÉS PRINCIPALES:**

1. Planifie et coordonne le développement de l'ensemble des modules du système informatisé de gestion documentaire; évalue l'impact et le fonctionnement des systèmes mis en place, s'asssure qu'ils évoluent conformément aux besoins et priorités établies et apporte les corrections appropriées

2. Planifie et coordonne les projets d'informatisation du stockage et de la diffusion de la documentation de même que les travaux d'exploitation des technologies de l'information.

3. Conçoit, dirige et contrôle le plan opérationnel des systèmes et projets qui lui sont confiés.

4. Assure le développement des services personnalisés accessibles à distance.

5. Planifie et coordonne l'accès par télécommunication aux usagers externes de la Bibliothèque de même que l'accès aux ressources externes par la Bibliothèque et ses usagers, en collaboration avec le Centre de traitement de l'information.

6. Assure la participation de la Bibliothèque aux réseaux documentaires régionaux, nationaux et internationaux et participe aux travaux d'interconnexion des systèmes concernés.

7. Exerce une veille technologique soutenue; propose de nouveaux projets, planifie et conduit des expériences-pilotes, en intègre les conclusions.

8. Coordonne, anime, soutient et conseille les groupes de travail liés à l'informatisation des services de la Bibliothèque.

9. Conseille et assiste les chefs de Division dans l'informatisation des opérations de leur Division, les aide à adapter les méthodes de travail et organise la formation nécessaire.

TITRE: Adjoint/e au directeur pour les sytèmes informatisés **CODE DE POSTE:** 50946

3. TACHES ET RESPONSABILITÉS PRINCIPALES (suite):

10. Obtient du CTI et des fournisseurs externes les services nécessaires au bon fonctionnement des systèmes.

11. Propose les budgets à affecter au développement des systèmes informatisés et en surveille l'utilisation.

12. Dirige le personnel affecté au fonctionnement et à l'entretien des systèmes informatiques.

13. Accomplit temporairement les tâches d'un poste connexe ou inférieur lorsque requis.

14. La liste des tâches et responsabilités ci-dessus énumérées est sommaire et indicative. Il ne s'agit pas d'une liste complète et détaillée des tâches et responsabilités susceptibles d'être effectuées par un professionnel occupant ce poste. Cependant, les tâches et responsabilités non énumérées ne doivent pas avoir d'effet sur la classification de la présente fonction.

4. QUALIFICATIONS REQUISES:

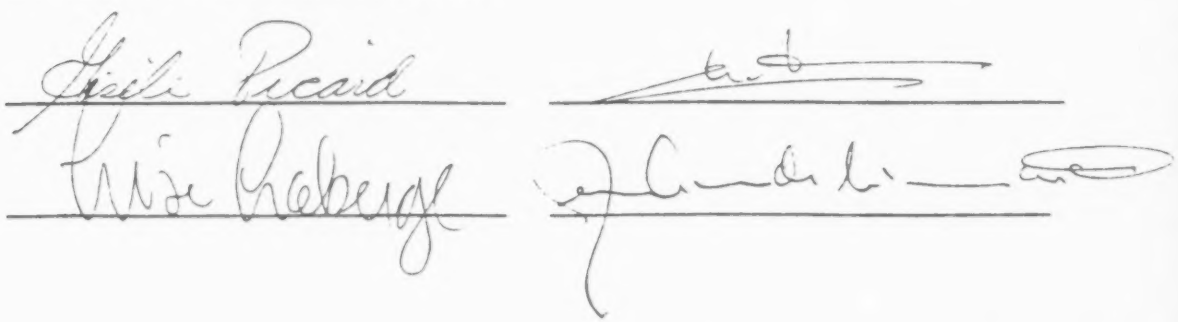
1. Scolarité: Grade universitaire de 1er cycle en informatique ou en sciences de l'administration (option systèmes d'information) ou dans une autre discipline jugée pertinente.

2. Expérience: Cinq (5) années d'expérience pertinente dont trois (3) années à titre de responsable d'un projet informatique d'envergure.

3. Autres:

N.B. Cette description annule et remplace celle de conseiller/ère en systèmes informatisés en date du 17 mai 1988.

LE COMITÉ DE CLASSIFICATION



Technical Services Specialist 2

SCHOOL OR DEPARTMENT: University Library

REPORTS TO: Director of Information Systems Development

SUPERVISES DIRECTLY: May supervise student assistants

NUMBER OF EMPLOYEES RESPONSIBLE FOR: 0

JOB FUNCTION: Administers and maintains computer systems used by the University Library staff and patrons. Provides technical expertise relative to personal computers, Novell networks, IBM 3270 systems, and asynchronous (RS-232) communications. Participates in planning and designing new capabilities for the Library's networks and their connection to NUNet and the Internet.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Maintains various computer hardware platforms, software applications, and network environments which support the University Library and its users.

2. Installs and tests computer components and systems, network operating systems, and major application software packages.

3. Responsible for technical and user documentation for computer hardware, network environments, and software applications.

4. Supports other Information Systems Development Office staff in consulting on relevant systems; may consult directly with Library staff regarding specialized applications.

5. Assists the Library's Computing Training Committee in presenting instruction to Library staff.

6. May supervise student assistants.

7. Evaluates computer hardware and software products to determine if these should be recommended and/or supported.

8. Assists in developing technical budget proposals for administrative review.

QUALIFICATIONS:

1. A Bachelor's degree in electrical engineering or computer science, or the equivalent training and experience in an appropriate computing environment.

2. A minimum of 1 year's professional experience in an

appropriate computing environment.

3. Demonstrated in depth knowledge and experience with selected computing platforms or network environments, especially Personal Computers, DOS, and Novell networks.

4. Experience or familiarity with, or willingness to learn IBM 3270 systems, SNA, Unix, TCP/IP, OS/2, serial communication protocols.

EQUAL EMPLOYMENT OPPORTUNITY JOB CATEGORY:

STATUS: Exempt

NUMBER:

ABBREVIATED TITLE: TECH SVC SPC 2

JOB TITLE: USER SERVICES SPECIALIST 2

REPORTS TO: Director of Information Systems Development

JOB SUMMARY: Provides general assistance to Library staff in the use of microcomputer equipment. Provides specialized assistance in certain areas. Instructs staff in the use of equipment and software.

JOB RESPONSIBILITIES

1. Assists Library staff in the use of computer equipment, especially microcomputers. Includes one-to-one practical instruction as well as lecture/demonstration in seminars. Resolves difficulties encountered by users and resolves common hardware and software related problems.

2. Provides specialized assistance with a subset of the microcomputer operating systems and application packages used by Library staff. Assists in the installation and maintenance of these systems on a local area network.

3. Assists in the evaluation and purchase recommendation of microcomputer hardware and software.

4. Answers a broad range of inquiries regarding facilities, policies, and regulations.

5. Prepares documentation for computer hardware and software installation and operation.

6. May supervise temporary payroll employees, including hiring, training, scheduling, assigning work, and performance evaluation.

7. Performs related duties as required or assigned.

REQUIRED QUALIFICATIONS

1. Knowledge, skill, and mental development equivalent to the completion of 4 years of college with major courses in Business Administration or Computer Science.

2. General knowledge and understanding of microcomputer operating systems and applications software.

3. General knowledge of various software packages, i.e. word processing, spread sheets, database, etc.

4. In-depth knowledge and understanding of several microcomputer operating systems and/or application software packages appropriate to the Library environment.

5. Ability to determine equipment problems and correct minor equipment malfunctions.

6. Excellent oral and written communication skills with the ability to instruct staff.

7. Ability to handle interpersonal communications with tact, courtesy, and discretion.

8. Ability to manage own time efficiently and perform effectively with minimal supervision.

PLEASE POST

PRINCETON UNIVERSITY LIBRARIES
Princeton, New Jersey

Position: Project Director, Card Catalog Scanning Project, Professional Technical Staff

Available: Immediately. Temporary position for eighteen months duration.

Description: Reporting to the University Librarian and the Vice President for Computing and Information Technology through the Deputy University Librarian and the Director, Systems and Technical Support, Computing and Information Technology, the Project Director for the Card Catalog Scanning Project schedules the project phases, including coordinating the phases among the various participants from the Libraries and from CIT, submits regular reports on the progress of the project, has chief responsibility for vendor relations and for monitoring vendor performance, and overall assumes responsibility for the quality of the products being generated. Reviews and discusses individual problems and progress. Calls and holds job meetings as necessary. Arranges demonstrations of application prototypes as these prototypes become available; coordinates responses to these prototypes and synthesizes results to ensure that the end product (scanned images of the Card Catalog) is functional and meets performance criteria, as these functions and criteria become established.

Qualifications: Must have proven experience as project director, where projects were completed on time and within budget. Part of at least one project must have involved the development of specific goals as the project unfolded. Must have proven supervisory experience and familiarity with automated systems and MARC format. Bachelor's degree required; information or library science degree or equivalent experience preferred. Experience as a programmer or working with programmers required. Excellent written and oral communication skills.

Benefits: Twenty-four (24) vacation days a year, plus eleven (11) paid holidays. Annuity program (TIAA/CREF), group life insurance, health coverage insurance, and disability insurance, all paid for by the University.

Salary and rank: Dependent on qualifications and experience.

To ensure full consideration, candidates should send applications, including resume and the names, titles, addresses and phone number of three references to be contacted, postmarked by December 23, 1991 to:

Search Committee for Project Director, Card Catalog Scanning Project
c/o Maria G. Gopel
Human Resources Librarian
Princeton University Libraries
One Washington Road
Princeton, New Jersey 08544

PRINCETON UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

TECHNICAL INFORMATION SYSTEMS ADMINISTRATOR: Purdue University Libraries has immediate opening for Technical Systems Administrator. Responsible for planning, support, and maintenance of campus-wide information gateway operating in a TCP/IP network environment, currently utilizing the "GOPHER" protocol/software. Requirements: BS/BA degree. Previous experience in a computer support/programming position. Working knowledge of UNIX and "C" programming languages. Desirable: Degree in Computer Technology/Science or related degree with major in computer related field; experience with library automation or library operations. Benefits: Excellent benefits within environment of a large academic institution. Salary: $26,000 and up depending on qualifications. For detailed description, send resume plus references to: T. L. Haworth, Personnel Officer, Purdue University Libraries, 1530 Stewart Center, West Lafayette, IN 47907-1530. **Equal Opportunity/Affirmative Action Employer.**

PROGRAMMER/ANALYST: Under Senior Programmer-Analyst, provides systems analysis, applications programming and general technical support for the Libraries' computerized integrated library system, BISON.

QUALIFICATIONS: Bachelor's degree with specialized knowledge in computer programming, minimum one year programming work experience utilizing IBM equipment in MVS/CICS software environment, minimum one year working with SAS in business or academic institution, and knowledge of programming and hardware capabilities and ability to analyze software systems are required. Knowledge of IBM Basic Assembly Language, MVS JCL, and PL/1, and familiarity with academic libraries and library-related automated systems -- are highly desirable.

SALARY RANGE: $32,000 - $36,000.

Send letter of application and resume including the names of at least three references to:

Kenneth Hood
Personnel and Staff Development Officer
University Libraries
University at Buffalo
432 Capen Hall
Buffalo, NY 14260

Since we are most anxious to fill this position as soon as possible, the Search Committee will begin reviewing applications immediately and continue until an appointment is made.

AN EO/AA EMPLOYER
Ethnic Minorities are Encouraged to Apply

TEMPLE UNIVERSITY

POSITION TITLE:	Systems Administrator	JOB CLASS:
SCHOOL/COLLEGE/DEPT:	University Libraries	SALARY GRADE: A15
SUB-DEPARTMENT:	Systems Office	F.L.S.A.: Exempt
REPORTS TO:	Head Librarian, Systems Office	PREPARED BY: Department
BARGAINING UNIT:	AFSCME	DATE: November, 1995

SUMMARY OF POSITION:

Responsible for the operation and management of Temple University's main campus and branch libraries Integrated Library System (ILS) which includes the on-line catalog, circulation, reserves, acquisitions, serials, binding, financial management, cataloging, bibliographic processing and electronic mail. Responsible for all aspects of networking, hardware, software and data security. Responsible for providing technical support to Libraries staff for Internet, World Wide Web, and Windows software. Provides microcomputer and networking hardware and software support.

ESSENTIAL FUNCTIONS OF POSITION:

- Maintain scheduled up-time for the Integrated Library System (ILS); provide backup systems if necessary. Create and maintain adequate procedures for recovery of data if failures occur in the functioning of central site hardware or system software. Provide library staff and University community with information, assistance and updates for local and external system access. Work with vendor staff to resolve problems.

- Provide system-wide support to staff in the use of ILS software modules (On-line Catalog, Circulation Control, Bibliographic Processing System, Acquisitions/Serials Control, Binding, Financial Management, Reserves, Electronic Mail and network access).

  Work with appropriate library administrative staff to achieve desired goals, interpret and resolve problems. Develop software change requests. Work with vendor staff to resolve software problems and introduce enhancements.

  Provide training and specialized reports as needed.

- Coordinate, plan and perform hardware and software installations and upgrades throughout the Temple University Libraries. Adapt system software and hardware for local network environment and other vendor applications. Oversee maintenance and trouble shoot equipment problems.

- Design, schedule and oversee all computer system processing including tape loads, file transfers, daily printed output, overnight processing, specialized reports, job control programs; oversee maintenance of accurate logs for all system activities, maintain password file.

  Develop operational procedures and documentation for effective functioning of system activities.

- Provide library staff with technical support and associated documentation in accessing the campus wide network, electronic mail systems and associated applications; the use of Internet and associated access to information resources, file transfer protocols; the installation and use of World Wide Web browsers and related TCP/IP software; setup and maintenance of the Libraries' World Wide Web server.

  Review latest changes and developments to these technologies; provide recommendations for new procedures and policies in the use of these technologies; work with Computer Services in implementing and trouble-shooting the software and hardware supporting these applications.

- Work with Temple University Data Communications and Computer Services staff for installation and maintenance of networking and data communications equipment and software for network access to the libraries integrated system.

- o Install, maintain and adapt system software and hardware for producing and exporting local database resources to national bibliographic vendors and utilities.

- o Supervise one to two full time staff who assist in the area of hardware and software support; hire, train, schedule and supervise one and one half FTE student assistants.

OTHER DUTIES AND RESPONSIBILITIES:

- o Assist with the installation/configuration, maintenance, upgrade and trouble shooting of microcomputer hardware and software. At present over 150 PC's and peripheral equipment are installed throughout the Central Library System.

- o Assist library staff with the use of microcomputer equipment and software. Provide documentation as needed. Secure and coordinate maintenance service as needed.

- o Work with Computer Services staff for regular scheduling and production of student registration and staff tapes for patron ILS database updates.

- o Maintain and utilize a PC, modem and appropriate telecommunications software at the incumbent's home residence for the purpose of connecting to the ILS for off-hour troubleshooting and problem solving.

DIMENSIONS:

A. People Supervised: 1-3

B. Operating Budget:

C. Education and Experience: Bachelor's degree required with course work in computers, networking, programming, telecommunications. Degree in computer sciences highly desirable. Equivalent in training and experience with computer operations, in particular integrated library systems. Familiarity with library operations, current technologies in automated library systems and knowledge of the MARC record format. Working knowledge of DOS, Windows, Unix. Also, LAN's, TCP/IP, Internet, FTP, World Wide Web server applications, browsers and HTML.

D. Other Pertinent Data: Excellent organizational and analytical skills; methodical attention to detail; conscientiousness and reliability essential. Foresight, initiative, creativity, along with mechanical aptitude necessary.

Tools Utilized: Integrated Library computer system (central site equipment) including terminals, tape drives, disk drives, printers, CPU and board switches; networking boxes including Cisco terminal servers, controllers, Datability and Geogate boxes; also UPS units, air and power conditioners, microcomputer backup systems, network hardware. Specialized tool kits to make/fix and connect cables; install, maintain and repair equipment. Also use PC's, beepers, calculators, telephones, copiers, cleaners, cleaning equipment.

Environmental Conditions: Refrigerated computer room - includes halon fire suppression system. Regular, prolonged exposure to computer monitors.

Physical Requirements: Tasks include transporting computer equipment (terminals, PC's, printers, etc. between five floors of Paley Library and to the other libraries on the main and remote campuses. Manual dexterity and standing required to operate tape drives, printers; operate, repair and install networking/computer equipment and software; configure computer equipment. Speaking, seeing, hearing, writing, cleaning, pushing, reaching, kneeling, squatting, driving.

Note: This description incorporates the most typical duties performed. It is recognized that other related duties not specifically mentioned may also be performed. The inclusion of these duties would not alter the overall evaluation of this position.

Head, Library Computing Systems

Reporting to the University Librarian, the Head of Library Computing Systems has primary responsibility for the overall support of existing automated systems, hardware, software, telecommunications, and networking. The Head takes a leadership role in the identification, evaluation, and implementation of new technologies within the University Libraries. This individual will be expected to develop solutions consistent with the information technology infrastructure and in close cooperation with other units in Information Systems, and will represent the Libraries in negotiations with computing vendors. The Head advises the University Librarian and other department heads on technical matters related to the management of information resources. The Head participates in planning, policy making, and resource allocation as a member of the Library Advisory Committee and will be expected to provide creative and dynamic leadership for both long- and short-term computing systems in support the mission and goals of the University Libraries. Candidates must provide credentials and references that give evidence of the ability to work well independently and with colleagues in a rapidly changing and demanding academic environment.

The University Libraries are a member of the Association of Research Libraries, the Center for Research Libraries, and SOLINET. Virginia Tech is committed to the delivery of information services through decentralized computing. The Libraries goal is to bring library and information technology to every academic unit's functions and activities. The Libraries online public catalog is VTLS, running on a Hewlett-Packard 960. A library Gopher server is now running on a DEC 5000/50. Campus wide access to CD-ROM products and access to journal citation databases are planned for 1994. A 10 Base T Ethernet network is installed in Newman Library, connecting to the campus backbone.

REQUIRED QUALIFICATIONS: At least four years of increasingly responsible experience in advanced technical and management positions sufficient to demonstrate a strong understanding of academic library technology. Graduate degree in library science, information systems, computer science, or related discipline. Experience with system management and development on multiple platforms including DOS, Mac, and Unix-based operating environments. Experience with the planning, implementation, and operation of CD-ROM technology in libraries, and system networking and Ethernet. Familiarity with PC based programming for library applications, and library use of Internet, Gopher, and WAIS. Demonstrated ability to analyze and interpret technical information, and to explain system design and operations to diverse audiences. Demonstrated management skills. Excellent oral and written communication skills. Flexibility and the ability to work collegially.

TO APPLY: This is an administrative/professional faculty position, and a record of successful job performance and professional contributions will be expected. This is a restricted two-year appointment, and continuation beyond a two year period will depend on the needs of the Libraries. Initial rank and salary dependent upon background and experience. Salary minimum $45,000. Send letter of application, current resume, and the names, addresses, and phone numbers of three references to Cathy C. Robinson, Personnel Assistant, University Libraries, P.O. Box 90001, Blacksburg, VA 24062-9001. Review of applications will begin in mid-January and continue until the position is filled. Virginia Tech is committed to diversity among its faculty and staff, and particularly encourages applications from women and minorities.

SYSTEMS AND PROCEDURES EXCHANGE CENTER

POSITION DESCRIPTIONS: TECHNICAL SERVICES

ASSOCIATION OF RESEARCH LIBRARIES OFFICE OF MANAGEMENT SERVICES

LIBRARY - ASSISTANT TO HEAD OF ACQUISITIONS: In an online environment, the incumbent oversees the library materials operation for the purchase of over 20,000 books and other library materials per year and supervises and participates in the receipt and processing of government publications received through depository programs. Trains and supervises staff. Monitors all use of microcomputers in the Acquisitions Department and develops new and innovative use of the department's technology and resources.

QUALIFICATIONS: A bachelor's degree; three to five years of experience in a library setting, with at least one year in an academic library; minimum of one year supervisory experience; and excellent communication skills, both oral and written; and familiarity with microcomputer applications are all required.

SALARY RANGE: $27,000 - $33,000 (SL-3)

UB offers a generous benefits program: Optional retirement programs including TIAA/CREF, optional health coverage programs, 15-21 days vacation per year, and more.

Send letter of application and resume including the names of at least three references to:

Kenneth Hood
Personnel
University at Buffalo Libraries
432 Capen Hall
Buffalo, NY 14260

Search Committee will begin reviewing applications immediately and continue until an appointment is made.

AN EO/AA EMPLOYER
Ethnic Minorities and Women are Encouraged to Apply

THE OHIO STATE UNIVERSITY LIBRARIES
1858 Neil Avenue Mall
Columbus, Ohio 43210-1286

Position:	Cataloger, Theatre Research Institute Library (75%)
Responsibilities:	Cataloging and classifying monographs and special theatre materials using Anglo-American Cataloging Rules (2nd ed.), Library of Congress classification and subject headings, and other specialized sources such as Bibliographic Description of Rare Books. Resolves complex problems in bibliographic description and in the choice and form of entry. Interprets and applies Ohio State cataloging policy and practices in light of national standards and the requirements of the OCLC system and the Libraries' online catalog, the Library Control System (LCS). Organizes manuscripts and creates finding aids. Identifies conservation/preservation needs of collections processed. Public service responsibilities. Supervises student assistants. Works closely with the Manuscripts Cataloger; reports to the Head, Special Collections Cataloging and the Curator of the Theatre Research Institute Library.
Qualifications:	Required: Advanced training in library science; one or more years of cataloging experience in an academic or research library using AACR2 and Library of Congress classification. Bibliographic knowledge of French and Italian. Highly desirable: Working experience with full descriptive cataloging required for special collections; working experience with MARC formats (especially Books, Audiovisual Media) and the OCLC (or similar) cataloging system. Knowledge of the literature and history of theatre, with emphasis on European theatre.
Salary and Rank:	Salary dependent on experience and qualifications. Appointment will be as an auxiliary faculty member with the title of Lecturer.
Benefits:	Sick leave accrued at the rate of 7.5 hours per month.

4858p

PLEASE POST

PRINCETON UNIVERSITY LIBRARIES
PRINCETON, NEW JERSEY

Position: CATALOGER, Near East Cataloging Team

Available: Immediately

Description: Performs original subject and descriptive cataloging of monographs in Near East languages using the RLIN database, AACR2, Library of Congress subject headings and classification. Prepares authority records for input to the Library of Congress Name Authorities File (NACO). Revises RLIN member copy to conform with national cataloging standards. Resolves problems, performs general departmental duties and participates in special projects as needed. Converts and upgrades manual cataloging records as part of a major retrospective conversion project.

The Near East Division of Princeton University Libraries processes approximately 20,000 titles per year with a staff of 6 professionals and 3 paraprofessionals. The Libraries' Near East collections are among the most important in North America. This position offers the opportunity to become part of a dynamic, progressive, service-oriented operation which is a recognized national leader in the development of innovative approaches to cataloging applications and innovative solutions to cataloging challenges. It would provide the qualified new professional with a strong foundation for a career in any branch of academic librarianship.

Qualifications: A good reading knowledge of Arabic is required, including ability to romanize. Candidates with a knowledge of Turkish (both Ottoman and modern) will be preferred. A bachelor's degree is required; an MLS from an ALA accredited library school and a subject background in the humanities, social sciences or area studies are preferred. Applicants should have a strong interest in bibliographic control of library materials, good analytical skills, the ability to adapt in a rapidly-changing automated environment and the ability to work effectively with other library staff.

Benefits: Twenty-four (24) vacation days a year, plus eleven (11) paid holidays. Annuity program (TIAA/CREF), group life insurance, health coverage insurance, and disability insurance, all paid for by the University.

Salary and Rank: Dependent upon qualifications and experience.

To ensure full consideration, candidates should send applications, including resume and the names, titles, addresses and phone numbers of three references to be contacted, postmarked by September 16, 1992, to:

Cataloger Search Committee
c/o Maria G. Gopel
Human Resources Librarian
Princeton University Libraries
One Washington Road
Princeton, N. J. 08544-2098

PRINCETON UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

SYSTEMS AND PROCEDURES EXCHANGE CENTER

POSITION DESCRIPTIONS: OTHER

VACANCY ANNOUNCEMENT

POSITION: Library Public Information Officer

RANK: Coordinator of Advancement/Alumni Affairs

REPORTS TO: Director of Libraries

SALARY: $25,810 minimum to $27,300 maximum for 12 months

JOB SUMMARY

The Public Information Officer (PIO) fills a staff Administrative/Professional position with the George A. Smathers Libraries, University of Florida. Working collaboratively with library administration, the University's Office of Information Services, The Libraries' Development Officer, library faculty and staff, the PIO has primary responsibility for developing and coordinating efforts to disseminate information about accomplishments and needs to the academic, library, and general public communities at the local, state, and national levels. The PIO is responsible for developing, coordinating, and implementing library information, education, and entertainment events, often in conjunction with the University of Florida Foundation, Inc. and other library support groups, such as the Howe Society, to enhance awareness and understanding of the Libraries' role in the University's mission of teaching, research, and service. The PIO writes, edits, publishes, and produces library information and educational materials , such as news stories and general feature articles, public service announcements, television/radio programs, periodic newsletters, general handouts, instructional aids, annual reports, invitations, books, etc. for release through the University's Information Services. The PIO is responsible for ensuring the Library's graphic identification, under University guidelines, for internal and external library publications and productions. The PIO, working in collaboration with the Library Development Officer, the University of Florida Foundation, Inc., library curators, and department chairs, coordinates programmatic efforts to stimulate donor cultivation and to ensure that appropriate donor recognition objectives are achieved.

RESPONSIBILITIES

1. Works closely with library administration, faculty, staff, and the University's Office of Information Services to coordinate efforts to publicize library needs and achievements. Describes library projects, especially those receiving external support, in general news articles and works closely with the University's Information Services to assist in releasing the information to the media.

2. Works closely with Library Development Officer to publicize library needs and develop external support proposals.

3. Organizes programs and grasps opportunities for developing library education and social events in conjunction with specific development efforts, educational campaigns, or academic events.

4. Develops, edits, designs, distributes and markets library publications. Coordinates printing/production and ensures that costs and design are within established guidelines.

5. Coordinates library donor records, information files, and acknowledgements for gifts worth more than $500. Assists in active stewardship program.

6. Develops budget requests for the Public Information Office.

7. Participates in professional programs at the local, state and national level as appropriate.

QUALIFICATIONS

Requirements

1 Master's degree in library science, journalism, or public relations or Bachelor's degree in library science, journalism, or public relations and two years of related experience.

2. Demonstrated excellent editing, oral, and written communications skills strongly preferred.

3. Demonstrated excellent ability to interact effectively with a wide variety of people strongly preferred.

4. Demonstrated excellent organizational skills and ability to meet deadlines strongly preferred.

5. Knowledge of desk top publishing and word processing applications strongly preferred.

6. Demonstrated understanding of media practice and ability to operate comfortably in the media industry strongly preferred.

7. Ability to exhibit leadership through enthusiasm for public relations program strongly preferred.

8. Ability to understand and articulate library functions and operations strongly preferred.

University of Minnesota
DEVELOPMENT OFFICER (0.75 FTE)
FOR UNIVERSITY LIBRARIES--TWIN CITIES CAMPUS

A new position reporting to the University Librarian and the University's Director of Development, the Development Officer is responsible for designing and implementing a fund-raising strategy for the Libraries. Responsibilities include identifying and personally soliciting fit prospects, recruiting and training volunteers to assist with fund-raising, developing an appropriate recognition and stewardship process for gifts, and preparing funding proposals and other written material in consultation with library staff.

Minimum qualifications include a bachelor's degree, three years experience in development (including successful major gift solicitation) for nonprofit agencies. In addition, excellent communication and presentation skills - both written and verbal - are required along with some knowledge of philanthropic activity in the Twin Cities. Experience with institutions of higher education or cultural institutions is preferred. Successful applicants will also show evidence of working with volunteers and an interest in flexible work scheduling.

Appointment will be within the academic/professional class and will be renewable annually.

The salary is $28,000 for 75% FTE over 12 months.

Applicants should send a letter of application, a resume, and names, addresses, and phone numbers of three references to Linda DeBeau-Melting, Personnel Officer, University Libraries, 453 Wilson Library, 309 19th Ave. South, Minneapolis, MN 55455. Applications must be received by December 4, 1992. Please identify application with UL17.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veterans status, or sexual orientation.

Northwestern
University Library
Evanston,
Illinois 60208-2300

PROFESSIONAL VACANCY

POSITION: Library Facility Manager

REPORTS TO: Assistant University Librarian for Public Services

SUMMARY:

Serves as principal liaison between 280 library staff members and University Physical Plant and Public Safety Departments. Responsible for all physical plant operations associated with 330,000 square foot library complex. Plans and manages the execution of all library remodeling projects. Oversees contracted custodial and photocopy services. Responsible for library safety and security including entrance/exit control. Supervises Security Coordinator, four hourly graduate student night/weekend security guards, and other student assistants.

RESPONSIBILITIES:

- Establishes and operates a program of continuous review and inspection of the Main, Deering, and Science and Engineering Libraries on the Evanston Campus, and Schaffner Library on the Chicago Campus, with the objective of maintaining and improving the overall building environment. Orders maintenance and repairs from University Physical Plant Department. Such maintenance includes HVAC, plumbing, lighting, floors and their coverings, stairways, walls, doors, windows, elevators, escalators, shelving, and furnishings such as desks, chairs, tables, office equipment, and telephones.

- Observes the condition of the building exterior and adjacent walkways and driveways on a regular schedule and recommends appropriate remedial measures to Library Administration and Physical Plant.

- Oversees contracted custodial service. Tours building routinely with contractor to ensure quality of service.

- Coordinates remodelling plans and projects from the outset by working with Library staff on layouts, diagrams, cost estimates, and schedules and oversees implementation through completion.

- Oversees vendor-supplied photocopy service; ensures that a high level of service is provided to library users and staff. Works directly with copy service technician and with University General Services, the current vendor.

- Serves as contact for other vended services in Library.

- Plans and implements use of Library space in the underground storage facility.

- Arranges for facility and security support for special events held in Library, including library development and a limited number of Deering receptions held by other University departments which have been approved by Library Administration.

- Functions as the Library's safety and security officer and serves as liaison with Public Safety Department.

- In consultation with Public Safety, recommends policy and procedures to improve safety of staff and users and security of the building and its contents, including opening and closing procedures, and emergency procedures. Designs and implements training and review programs to keep staff informed of these procedures.

- Serves as weekday security guard and responds to pager for emergencies and other urgent needs.

- Receives and responds to user and staff complaints concerning building and equipment problems.

- Receives staff and user complaints concerning any situation where there is a potential threat to persons or property. Investigates same and attempts to mitigate a problem verbally; calls University Police when professional assistance is required.

- Receives and responds to telephone calls evenings and weekends when Reference Librarian or Night/Weekend Security in charge of Library requires advice or assistance.

- Establishes a regularly scheduled review of emergency facilities such as fire hose and extinguisher closet doors, emergency exits and damages to walkways that may be a physical hazard and obtains correction of such situations.

- Responsible for entrance/exit control of library.

- Holds responsibility for issuance and recall of Library keys and related records, excluding carrels.

- Supervises Security Coordinator, four hourly graduate student Night/Weekend Security Guards, and other student

assistants.

- Serves as member of Management Council, an advisory body to the University Librarian.

QUALIFICATIONS

Bachelor's degree or equivalent combination of education, experience or training, general knowledge of materials, structures, electrical, mechanical and hydraulic systems, and excellent interpersonal, communications, and organizational skills required. Must be willing to work a flexible schedule when necessary and to be on call for emergencies. Two years of relevant experience required.

SALARY: $25,720 minimum.

Send letter of application and resume, including names and addresses of three references to Peter Devlin, Personnel Librarian, Northwestern University Library, Evanston, Illinois 60208. Northwestern University Library is an Equal Opportunity/Affirmative Action Employer. Employment eligibility verification required upon hire.

PURDUE UNIVERSITY LIBRARIES

NOTICE OF VACANCY

TECHNICAL INFORMATION SERVICE SPECIALIST

The Technical Information Service is a fee-based information center which makes the information resources of the Purdue University Libraries available to business and industrial professionals.

Requirements: Undergraduate degree, preferably in one of the sciences or a business related area. Preference will be given to applicants with a masters degree in library science.

Desired Qualifications: Knowledge of both print and online sources in business and/or scientific subject fields. Ability to develop additional expertise with a wide array of computer-based data sources. Good communications and organizational skills. Experience with micro-computers helpful.

Responsibilities: Under direction of the Technical Information Service Manager, undertake research projects for corporate clients. Assist in problem-solving for document delivery.

Salary: $23,000 and up depending upon qualifications

Deadline: Applications received by September 18, 1992 will receive priority consideration. Applications will be accepted until position is filled.

Status and Benefits: This is an exempt professional appointment to the Technical Information Service program which is sponsored by a grant from the state of Indiana. Fiscal year appointment with vacation of 3 weeks for the first year and 22 working days the second year, and thereafter. Flexible Benefit Program with open enrollments annually. Group Life, Medical Insurance, disability plans, and social security coverage and TIAA-CREF.

Purdue Libraries: The Purdue University Libraries system, which is made up of the Undergraduate Library and 14 school and departmental libraries, has holdings of over 1,800,000 volumes. Staff totals more than 200, including 60 faculty, professional and administrative personnel.

Purdue University, Indiana's link in a nationwide chain of 68 land grant colleges and universities, is in a metropolitan area in northwest Indiana close to Indianapolis and Chicago. A community of 64,000 it provides a diversity of cultural and social activities.

Apply to: Thomas L. Haworth, Personnel Officer, Purdue University Libraries, 1530 Stewart Center, West Lafayette, IN 47907-1530. Please send resume and a list of references.

An Equal Opportunity/Affirmative Action Employer

BEST COPY AVAILABLE

TEMPLE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE:	Director of Development University Libraries	POSITION NO:
SCHOOL/COLLEGE/DEPT:	University Libraries	SALARY GRADE:
SUB-DEPARTMENT:	4700	F.S.L.A. STATUS
REPORTS TO:	Director of Libraries/ V. P. for Development and Alumni Affairs	
APPROVED BY:		
BARGAINING UNIT:	Non-Barg. (02)	DATE: July 12, 1994

Summary of Position:

Oversee the full range of development activities of the University Libraries. Responsibilities include identifying prospective and institutional donors; identifying funding opportunities through grants from governmental and corporate sources: developing and coordinating of proposals, including grant applications: working with the Director of Libraries, other senior Library administrative staff, and the Assistant Vice President for Major Gifts to effect the identification, cultivation, solicitation, and stewardship of funding agencies and other prospects; assisting with the University Libraries' public relations program; and providing liaison between the University Libraries and the University Development and Alumni/ae Affairs.

Duties and Responsibilities:

Plan, organize, and implement a comprehensive development program for the University Libraries. Work closely with the Director of Libraries and the Assistant Vice President for Major Gifts to coordinate the Libraries' fund raising efforts consistent with the University's overall development program.

Work closely with senior Library administrative staff and librarians, academic department heads, other University administrators, and senior staff in the Office of Development and Alumni/ae Affairs to identify, cultivate, and solicit corporations and foundations.

Work closely with Library staff, faculty, and other University administrative staff to identify governmental and corporate grant opportunities; produce and coordinate grant opportunities; produce and coordinate grant proposals.

Attend all public University Libraries educational and social functions using these occasions as one means of identifying and cultivating prospective donors as well as the opportunity to entertain current donors. Use University- wide events for similar purposes.

Work with the Research Department, Office of Development and Alumni/ae Affairs, and with the Office of the Vice Provost for Research and Development, as appropriate, to identify, cultivate, and solicit individuals for major gifts and to identify and procure grants relating to library operations and information services.

DIMENSIONS

A. Number of People Supervised: 0

B. Operating Budget:

C: Education and Experience Required: Bachelor's degree. Three to five years in fundraising, including grant writing.

D. Other Pertinent Data: Public relations and management skills. Excellent written and oral communication skills. Experience in a research library is highly desirable, as is graduate training in librarianship.

NOTE: This description incorporates the most typical duties performed. It is recognized that other related duties not specifically mentioned may also be performed. The inclusion of these duties would not alter the overall evaluation of this position.

WASHINGTON UNIVERSITY LIBRARIES

LIBRARY POSITION

POSITION TITLE: Facilities Coordinator

REPORTS TO: Director of Administration and Planning

SUMMARY: This position is responsible for taking the lead role in solving the space pressures of a multi-unit library system with physical facilities totaling 200,000 square feet and valuable research collections (some are irreplaceable) in various formats. Responsible for ensuring efficient use and operation of the libraries/ physical facilities. Ensures proper work environment for over 130 full-time staff and all library patrons.

QUALIFICATIONS:

Education

Bachelors degree (preferably in Architecture or Engineering) or the equivalent combination of education and experience
Knowledge of planning techniques and processes, particularly those related to library planning
Drafting skills helpful
Ability to deal effectively with officials at all levels both within and outside the Library and the University
Project management experience preferred
Good oral and written communication skills
Flexibility in a dynamic environment
Ability to draft and work within a budget

DUTIES:

Plan, coordinate and oversee the development of library renovation at Forsyth West	30%
Coordinate remodeling and other space-design projects for Olin Library and its departmental libraries	20%
Review plans, design lay-outs and develop documentation to ensure that space related projects conform to library program needs	15%
Obtain cost estimates and monitor fiscal and production aspects of library projects	10%
Monitor the condition of space, furnishing and environment and report problems to the appropriate University office.	10%
Serve as liaison with other university departments as well as external companies in all matters of renovation, construction, and maintenance.	15%

SYSTEMS AND PROCEDURES EXCHANGE CENTER

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